Government of
Saskatchewan

2000 Access Directory

Provincial Government Institutions

The Freedom of Information and Protection of Privacy Act

Saskatchewan

INTRODUCTION

HOW TO USE THE SASKATCHEWAN ACCESS DIRECTORY

This Access Directory is a fast and easy way for you to find out about the Government of Saskatchewan, its organization and its information holdings. It will help you decide where you should go, write or call to make government inquiries.

This directory should be the only help you need to locate information within the Government of Saskatchewan.

The Saskatchewan Access Directory also explains how to exercise your rights under *The Freedom of Information and Protection of Privacy Act*. The steps to make a request under this Act are outlined later in this section.

CONTENTS OF THE DIRECTORY

This directory has five main sections in addition to the table of contents:

Introduction

The section you are now reading includes:

- information about the terms used throughout the book
- essential points about *The Freedom of Information and Protection of Privacy Act*
- directions on how to locate information by using this Access Directory or by making a formal request under the Act
- an index of Administrative Co-ordinators for each government institution, organized alphabetically by organization name

Common Records

This section describes the administrative records and types of personal information records that have been standardized across government.

These common records are not listed separately for each government organization.

Entries by Government Institution

This section of the directory has entries for each government institution covered under the Act and the regulations. The entries are arranged alphabetically by organization name.

Each entry contains:

- the address of the institution's head office
- the institution's mandate
- the institution's organization
- general classes or types of operational records held
- types of personal information not included under Common Records/Common Personal Information
- the address and telephone number of the institution's Administrative Co-ordinator

Subject Index

A subject index is provided to help you decide where to make a request. The index tells you in which government organization information relating to a certain subject is most likely to be found.

The Freedom of Information and Protection of Privacy Act

A copy of this Act is located at the end of this Directory for your information and reference.

USEFUL TERMS IN THE DIRECTORY

Administrative Co-ordinator

Each provincial government institution has a Freedom of Information and Privacy Administrative Co-ordinator.

The Co-ordinator can answer questions and help you identify the records you wish to see. The Co-ordinator may be contacted in person or by telephone.

An index of Administrative Co-ordinators listed by government organization is provided at the end of this section.

Personal Information

The Freedom of Information and Protection of Privacy Act defines personal information as any recorded information about an identifiable individual.

Under the entry for each government institution, there is a summary of the type of personal information held by the institution. Such personal information covers a wide range of subjects and is used to administer programs and activities.

The Act gives you a general right of access to your own personal information, subject to certain specific exemptions. At the same time, the Act safeguards your privacy by protecting this information from unauthorized disclosure to others.

When you are given access to your personal information, you also have the right to request correction of that information if you believe it is inaccurate.

Operational Records

Operational records are defined by the Act as records that exist in order for a government institution to carry out its basic responsibilities. These records relate to programs and functions provided by a particular government institution. Operational Records generally describe the subject areas covered by these programs.

The Operational Records of an institution are listed under the heading General Classes or Types of Records in each government institution entry.

Common Records/Common Personal Information

Many government institutions maintain information on administrative subject areas which are common to most institutions, such as Budgets or Buildings.

Section Two lists those records and types of personal information common to most provincial government institutions. Listings of common records and common types of personal information are therefore not included in the entries for each government institution.

HOW TO MAKE A REQUEST UNDER THE ACT

The Freedom of Information and Protection of Privacy Act provides you a right of access to records held by Saskatchewan government institutions.

Certain information may be withheld under one of the specific exemptions outlined in the Act. Please consult the Act (a copy is included at the end of this Directory) for these exemptions.

A request under the Act must be made by completing an "Access to Information Request Form".

If you have accessed your personal information and wish to request a correction, you should complete a "Request for Correction of Personal Information Form".

These forms are available from provincial government offices across the Province. Examples of the forms are included in this section.

A completed request form should be forwarded to the institution most likely to have the information. The correct mailing address can be found at the end of each institution entry in this directory under the heading "Address of Administrative Co-ordinator" or at the end of this section where all the Administrative Co-ordinators are listed alphabetically by institution.

Normally, a request must be processed within 30 calendar days. Within this period the institution must either provide access to the requested information or notify you that the information requested is exempt under the specific provisions of the Act. If the institution requires a time extension for specific reasons as set out in the Act, you must be notified.

When making your request, please provide as much information as possible. If you need assistance in identifying general records or personal information, you should contact the Freedom of Information and Privacy Administrative Co-ordinator in the appropriate institution, or the Support Services and Freedom of Information Unit, Justice.

The address and telephone number of the appropriate Freedom of Information and Privacy Administrative Co-ordinator can be found at the end of each institution entry or at the end of this section.

If you are uncertain about which government institution will handle your application, you may send it to:

Support Services and Freedom of Information Unit
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

HOW TO REQUEST A REVIEW OF A DECISION

You may request a review of any decision made by an institution under *The Freedom of Information and Protection of Privacy Act,* including: refusal to grant access, refusal to make a correction to personal information or an extension of the 30 day deadline.

Your request for a review should be directed to:

Information and Privacy Commissioner
700 - 1914 Hamilton Street
Regina, Saskatchewan S4P 3N6

Telephone: (306) 787-8350

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Note: Please direct the request to appropriate government institution for response.

Access to Information Request Form

(Please Print)

Applicant Information

Last Name	First Name	
Address	City or Town	Province
Postal Code	Telephone *(Residence)*	Telephone *(Work)*

Detail Of Requested Information

General Information Request ☐ Personal Information Request ☐

Provincial Government Institution

Name of Record *(if known)*

Detailed Description of Record:

____

____

____

____

I understand that I may be required to pay a fee before receiving the records to which I have applied for access.

____
Signature of Applicant

For Office Use Only

Date Received ______________________ Application No. ______________

Request to Waive Fees

I hereby declare that payment of fees related to the above mentioned request will cause me substantial financial hardship. Details are as follows: *(Use reverse of form if additional space is required.)*

____
Signature of Applicant

White - Government institution Yellow - Co-ordinator Pink - F.O.I. unit Gold - Applicant

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Request for Correction of Personal Information

Applicant Information

Last Name	First Name	
Address	City or Town	Province
Postal Code	Telephone *(Residence)* ( )	Telephone *(Work)* ( )

Detail Of Personal Information To Be Corrected

Provincial Government Institution maintaining information

Name appearing on information to be corrected

Information to be Corrected

____

____

____

____
Signature of Applicant

For Office Use Only:

Date Received ______________________

Notification Letters	**Date Sent**	**Expiry Date**
Extension Required	______________	__________
Correction Accepted	______________	__________
Correction Not Accepted	______________	__________

Notification Placed on File ______________ Date ______________ Initials

Decision ______________________________

Date ______________________________

Signature ______________________ (Access Officer)

White - Institution Yellow - Co-ordinator Pink - F.O.I. Unit Gold - Applicant

Government of Saskatchewan

Freedom of Information

Estimate of Costs

In accordance with the Regulations, under *The Freedom of Information and Protection of Privacy Act*, you are being advised by this estimate that there is a search and preparation fee for responding to your application for access to records.

Search and Preparation Fee

☐

Your Application No.

It is estimated that to respond to your application for access to records received by the government on ____________________, payment is required for search and preparation time in excess of 2 hours and at actual cost for use of computer-related time as prescribed in the Regulations.

The costs are as follows:

Photocopying (For rates see attached list)	$ ____________
Excess time at the rate of $15.00 per half hour	
No. of hours ____________	$ ____________
Computer-related time	
For electronic processing at ________ per hour No. of Hours ________	$ ____________
Total Estimated Cost	$ ____________
Deposit Required	$ ____________

To indicate your willingness to proceed *(or not)* on the above basis, please sign and return the top copy with a cheque or money order for one-half of the estimated cost, to the address provided below. Payment should be made payable to

____

We shall notify you when the records are ready.

Signed on behalf of ____________________________
(Government Institution)

Address	Access Officer
	Telephone
	Date

I would *(would not)* like you to proceed with search and preparation. I have *(have not)* enclosed payment for $ ____________

Signature ____________________ Date ____________________

White - Applicant copy - return with payment Yellow - Applicant copy Pink - Government institution

Government of Saskatchewan Freedom of Information

Request For Review

Send this form to: Information and Privacy Commissioner	
Application No.: ____________________	*(For Commissioner's Use)*

Reason For Request

- ☐ I have been refused access to all or part of the record.
- ☐ I have been notified that the record does not exist/cannot be found.
- ☐ I have been notified that the existence of the record shall neither be confirmed nor denied.
- ☐ I have not received a reply to my application, which I submitted ______ days ago.
- ☐ I disagree with the need to extend the 30-day response period.
- ☐ My correction to a personal information record was not accepted as correct/verifiable.
- ☐ I am a third party, and I wish to request a review of a decision to give access to a record that affects my interests.

Details Of Request

Department Name	Date of Application	Application Number

Please explain the details of your request, attaching supporting documentation if possible. Use additional pages if required.

____

____

____

____

Applicant Information

Name	Telephone
Address	Postal Code
Signature	Date

White - Commissioner Yellow - Government institution Pink - Applicant

ADMINISTRATIVE CO-ORDINATORS

Agricultural Credit Corporation of Saskatchewan
350 Cheadle Street West, Box 820
Swift Current, Saskatchewan S9H 4Y7

Telephone: (306) 778-8479
Fax: (306) 778-8459

Agricultural Implements Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Agriculture and Food
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5141
Fax: (306) 787-0600

Board of Revenue Commissioners
c/o Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227
Fax: (306) 787-1610

Co-operative Securities Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Crown Investments Corporation
400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-9097
Fax: (306) 787-8030

Economic and Co-operative Development
1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-0752
Fax: (306) 787-2198

Education/Post-Secondary Education and Skills Training
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-9846
Fax: (306) 787-7392

Energy and Mines
8th Floor, 2101 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2525
Fax: (306) 787-5718

Environment and Resource Management
3211 Albert Street
Regina, Saskatchewan S4S 5W6

Telephone: (306) 787-9176
Fax: (306) 787-8441

Executive Council
Room 132, Legislative Building
Regina, Saskatchewan S4S 0B3

Telephone: (306) 787-6351
Fax: (306) 787-8338

Farm Land Security Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Farm Tenure Arbitration Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Health
3475 Albert Street
Regina, Saskatchewan S4S 5W6

Telephone: (306) 787-3160
Fax: (306) 787-2974

Highway Traffic Board
c/o Highways and Transportation
4th Floor, SGI Building
2260 - 11th Avenue
Regina, Saskatchewan S4P 2N7

Telephone: (306) 775-6661
Fax: (306) 775-6618

Highways and Transportation
11th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-4796
Fax: (306) 787-8700

Intergovernmental and Aboriginal Affairs
10th Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1640
Fax: (306) 787-1987

Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Labour
1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4527
Fax: (306) 787-4038

Labour Relations Board
c/o Labour
1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4527
Fax: (306) 787-4038

Law Reform Commission of Saskatchewan
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Liquor and Gaming Authority
10th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3M3

Telephone: (306) 787-1773
Fax: (306) 787-8468

Liquor and Gaming Licensing Commission
10th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3M3

Telephone: (306) 787-1773
Fax: (306) 787-8468

Liquor Board Superannuation Commission
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Meewasin Valley Authority
402 - 3rd Avenue South
Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887
Fax: (306) 665-6117

Milk Control Board
1210 - 2500 Victoria Avenue
Regina, Saskatchewan S4P 3X2

Telephone: (306) 787-5319
Fax: (306) 787-1988
e-mail: mlLlcb@gov.sk.ca

Minimum Wage Board
c/o Labour
1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4527
Fax: (306) 787-4038

Municipal Employees' Superannuation Commission
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532
Fax: (306) 787-6576

Municipal Financing Corporation
c/o Crown Investments Corporation
400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-9097
Fax: (306) 787-8125

Municipal Affairs, Culture and Housing
5th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4154
Fax: (306) 787-8571
e-mail: bnesbitt@mach.gov.sk.ca

Office of the Chief Electoral Officer
1702 Park Street
Regina, Saskatchewan S4N 6B2

Telephone: (306) 787-4000
1-877-958-8683
Fax: (306) 787-4052

Office of the Rentalsman
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Oil and Gas Conservation Board
c/o Energy and Mines
8th Floor, 2101 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2525
Fax: (306) 787-5718

Post-Secondary Education and Skills Training
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-9846
Fax: (306) 787-7392

Prairie Agricultural Machinery Institute
Box 1900
Humboldt, Saskatchewan S0K 2A0

Telephone: (306) 682-2555
Fax: (306) 682-5080

Provincial Mediation Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Public and Private Rights Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Public Employees' Superannuation Supervisory Board
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Public Service Commission
2100 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7509
Fax: (306) 787-4074

Public Service Superannuation Board
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Saskatchewan Archives Board
c/o University of Regina
Regina, Saskatchewan S4S 0A2

Telephone: (306) 787-3864
Fax: (306) 787-1975

Saskatchewan Arts Board
3rd Floor, 3475 Albert Street
Regina, Saskatchewan S4S 6X6

Telephone: (306) 787-4059
Fax: (306) 787-4199

Saskatchewan Centre of the Arts
200 Lakeshore Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 565-4500
Fax: (306) 565-3274

Saskatchewan Communications Network Corporation
North Block
2440 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-0447
Fax: (306) 787-0496

Saskatchewan Crop Insurance Corporation
Box 3000, 484 Prince William Drive
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7253
Fax: (306) 728-7268

Saskatchewan Development Fund Corporation
c/o Crown Investments Corporation
400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-9097
Fax: (306) 787-8030

Saskatchewan Gaming Corporation
1880 Saskatchewan Drive
Regina, Saskatchewan S4P 0B2

Telephone: (306) 787-1241
Fax: (306) 787-1440

Saskatchewan Government Growth Fund Management Corporation
1210 - 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

Telephone: (306) 787-7270
Fax: (306) 787-2086

Saskatchewan Government Insurance
2260 11th Avenue
Regina, Saskatchewan S4P 0J9

Telephone: (306) 751-1221
Fax: (306) 352-0933

Saskatchewan Grain Car Corporation
Box 2498
108, 256 - 2nd Avenue West
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7444
Fax: (306) 728-7439

Saskatchewan Health Information Network (SHIN)
6th Floor, 1777 Victoria Avenue
Regina, Saskatchewan S4P 4K5

Telephone: (306) 787-1020
Fax: (306) 787-9487

Saskatchewan Housing Corporation
c/o Municipal Affairs, Culture and Housing
1855 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4154
Fax: (306) 787-8571
e-mail: bnesbitt@mach.gov.sk.ca

Saskatchewan Human Rights Commission
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Saskatchewan Land Information Services Corporation (SLISC)
6th Floor, 2103 - 11th Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1680
Fax: (306) 798-0214

Saskatchewan Lands Appeal Board
Rm 202, 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-4693
Fax: (306) 787-5180

Saskatchewan Legal Aid Commission
502 - 201 - 21st Street East
Saskatoon, Saskatchewan S7K 2H6

Telephone: (306) 933-5300
Fax: (306) 933-6764

Saskatchewan Municipal Board
4th Floor, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227
Fax: (306) 787-1610

Saskatchewan Opportunities Corporation
Suite 600, 2103 - 11th Avenue
Regina, Saskatchewan S4P 3Z8

Telephone: (306) 787-8590
Fax: (306) 787-8511

Saskatchewan Pension Plan Board of Trustees
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Saskatchewan Police Commission
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Saskatchewan Power Corporation
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3115
Fax: (306) 566-3113

Saskatchewan Power Corporation Superannuation Commission
c/o Saskatchewan Power Corporation
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3115
Fax: (306) 566-3113

Saskatchewan Property Management Corporation
1840 Lorne Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-9164
Fax: (306) 787-1980

Saskatchewan Research Council
15 Innovation Boulevard
Saskatoon, Saskatchewan S7N 2X8

Telephone: (306) 933-7521
Fax: (306) 933-7446

Saskatchewan Securities Commission
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Saskatchewan Telecommunications
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

Saskatchewan Telecommunications Holding Corporation - SaskTel Holdco
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

Saskatchewan Telecommunications Pension Plan Board
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

Saskatchewan Transportation Company
2041 Hamilton Street
Regina, Saskatchewan S4P 2E2

Telephone: (306) 787-3348
Fax: (306) 787-1633

Saskatchewan Water Corporation
111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9

Telephone: (306) 694-3910
Fax: (306) 694-3944

Saskatchewan Wetland Conservation Corporation
Room 101 - 2022 Cornwall Street
Regina, Saskatchewan S4P 2K5

Telephone: (306) 787-0726
Fax: (306) 787-0780

SaskEnergy Incorporated
1100 - 1945 Hamilton Street
Regina, Saskatchewan S4P 2Z5

Telephone: (306) 777-9427
Fax: (306) 565-3332

SaskTel Superannuation Commission
c/o Sask Tel
2nd Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-2004
Fax: (306) 569-0808

Social Services
1920 Broad Street
Regina, Saskatchewan S4P 3V6

Telephone: (306) 787-3576
Fax: (306) 787-1600

Surface Rights Arbitration Board
c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

Teachers' Superannuation Commission
c/o Education
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2131
Fax: (306) 787-7392

Wakamow Valley Authority
Box 1266
276 Home Street E.
Moose Jaw, Saskatchewan S6H 4P9

Telephone: (306) 692-2717
Fax: (306) 692-8188

Wanuskewin Heritage Park Corporation
R.R. 4
Saskatoon, Saskatchewan S7K 3J7

Telephone: (306) 931-6767
Fax: (306) 931-4522

Wascana Centre Authority
2900 Wascana Drive
Box 7111
Regina, Saskatchewan S4P 3S7

Telephone: (306) 522-3661
Fax: (306) 565-2742
e-mail: wca@wascana.sk.ca
Website: www.wascana.sk.ca

Water Appeal Board
Rm 216 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 781-7071
Fax: (306) 787-8558

Western Development Museum
2935 Melville Street
Saskatoon, Saskatchewan S7J 5A6

Telephone: (306) 934-1400
Fax: (306) 934-4467

Women's Secretariat
7th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-2329
Fax: (306) 787-2058

Workers' Compensation Board
200 - 1881 Scarth Street
Regina, Saskatchewan S4P 4L1

Telephone: (306) 787-9172
Fax: (306) 787-4234
e-mail: wdale@wcbsask.com
Website: www.websask.com

Workers' Compensation Superannuation Board
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5757
Fax: (306) 787-6526

COMMON RECORDS

Certain types or classes of records are common to most institutions. These records contain information about general administration and operational support functions such as personnel, finance, purchasing, audit and property management. To avoid repetition, these common classes of records are described in this chapter and will not be referenced in individual chapters.

Certain common records may be withheld under one of the specific exemptions outlined in the Act. Please consult the Act, a copy of which is included at the conclusion of the Directory, for these exemptions.

Common administration records include:

- Administrative support records relating to Acts and legislative matters, agreements and contracts, associations, boards and committees, libraries, annual reports, records management, briefing material and organization charts.
- Procurement and purchasing support records relating to procurement and purchase of equipment, supplies and services, transportation, mail and courier services, and similar items.
- Buildings and Properties records relating to buildings/land leases, accommodation, renovations, parking, security and utilities.
- Finance management records relating to financial management policies/procedures, accounting, financial planning, estimates and budgets, expenditures, liabilities, revenue control, financial reports, cost-sharing agreements/claims, and all audits.
- Personnel records relating to recruitment, appointments and terminations, attendance, seniority, collective bargaining, grievances and arbitration, discipline, human resource system reports and forms, compensation and benefits, performance appraisals, staff training and development and employee recognition awards.

PERSONAL INFORMATION

Certain types of personal information are common to many institutions. These records may contain information about government employees. To avoid repetition, the types of personal information that are common to most government institutions are described in this chapter and are not referenced in individual chapters.

Accounts Receivable

Location: Accounting Offices **Information Maintained:** Name, Address, Amount outstanding **Uses:** To collect outstanding revenue **Users:** Accounting staff **Type of Individuals:** Individuals who owe the Government of Saskatchewan money

Employee Files

Location: Human Resources/Administration Branch Offices **Information Maintained:** Appointment/Termination Documentation, Pension/Benefits Documentation, Salary/ Performance Documentation, Leave and Attendance Summary Documentation, and Conflict of Interest Documentation **Uses:** Record employee's work history and payroll/ benefit transactions **Users:** Human Resources/ Payroll Unit/Administration staff **Type of Individuals:** Saskatchewan public servants and Crown employees

Freedom of Information and Protection of Privacy Requests

Location: Freedom of Information and Privacy Administrative Co-ordinators' Offices **Information Maintained:** Name, Address, Telephone Number, Description of information requested/to be corrected, correspondence, copies of requested records **Uses:** Maintain a record of all requests; compile statistics **Users:** Freedom of Information and Privacy Administrative

Co-ordinator, head of institution and/or delegate. **Type of Individuals:** Individuals submitting requests under *The Freedom of Information and Protection of Privacy Act*

Workers' Compensation

Location: Human Resources Branch Offices **Information Maintained:** Name, Address, Telephone Number, Social Insurance Number, and details of the injury/accident. **Uses:** Process claims under the *Workers' Compensation Act* **Users:** Human Resources Branch/Payroll staff **Type of Individuals:** Saskatchewan public servants and Crown employees submitting an accident/claim report

Travel Expense Reports

Location: Accounting Offices **Information Maintained:** Name, Address, Social Insurance Number, Purpose of travel and associated costs **Uses:** To process expenses **Users:** Accounting staff **Type of Individuals:** Saskatchewan public servants and Crown employees submitting a travel expense claim

AGRICULTURAL CREDIT CORPORATION OF SASKATCHEWAN (ACS)

ADDRESS

Box 820, 350 Cheadle Street W.
Swift Current, Saskatchewan S9H 4Y7

MANDATE

The Agricultural Credit Corporation of Saskatchewan (ACS) was established in 1984 to provide financial assistance to Saskatchewan producers. In the 1996 Budget Speech, it was announced that ACS would be wound-up. ACS is continuing to collect outstanding loans.

Executive Administration Section

Executive Administration is comprised of the General Manager and the Manager of Field Operations.

GENERAL CLASSES OR TYPES OF RECORDS

ACS Board of Directors
Crown Corporation Material
Minister's Letters
Corporate Library
Enterprise Information
Lending - Research Data
Lending Programs - Policy and Procedures
Other Departments, Program and Agency Information

Annual Report Mailing List

Location: Head Office **Information Maintained:** Names of individuals, corporations, departments, libraries and addresses. **Uses:** To distribute copies of Annual Report **Users:** Staff of ACS **Type of Individuals:** Those individuals, corporations, departments and libraries who wish to receive the ACS Annual Report

PERSONAL INFORMATION

None

Administration Services Section

The purpose of the Administration Services Section is to provide budgeting and accounts payable services and to plan, acquire and deliver the Corporation's needs for facilities, security, supplies, equipment, records management and mail throughout the province.

Accounting Services Section

The purpose of the Accounting Services Section is to facilitate the delivery of the Corporation's programs ensuring expenditure control, accounting and maintenance of loan records.

GENERAL CLASSES OR TYPES OF RECORDS

Accounting Policy and Procedures
Loan Account Records

PERSONAL INFORMATION

None

GENERAL CLASSES OR TYPES OF RECORDS

Computer Design and Development
System Operating Procedures Manuals, Logs and Checkoff Lists

PERSONAL INFORMATION

None

Human Resources Section

The purpose of the Human Resources Section is to provide personnel services, administer employee benefit programs, and provide payroll services.

GENERAL CLASSES OR TYPES OF RECORDS

Health and Safety

PERSONAL INFORMATION

None

Field Operations Section

Field staff are responsible for recovery of loans by working with clients. Field staff are the main contact for the clients of the Corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Client Files
Loan Program Statistics
Program Information and Documentation
Securities and Items in Safekeeping

PERSONAL INFORMATION

All Loan Program Files

Location: Head Office and Regional Offices **Information Maintained:** Name, address, telephone number, health services number, SIN number, education, experiences, application forms, farm business proposal and general ongoing correspondence to monitor client progress **Uses:** Evaluate eligibility for program **Users:** Program administrators and managers **Type of Individuals:** Active and Inactive Clients

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Agricultural Credit Corporation of Saskatchewan
Box 820, 350 Cheadle Street W.
Swift Current, Saskatchewan S9H 4Y7

Telephone: (306) 778-8479
Fax: (306) 778-8459

AGRICULTURAL IMPLEMENTS BOARD

ADDRESS

1871 Smith Street
Regina, Saskatchewan S4P 3V7

MANDATE

Pursuant to the *Agricultural Implements Act*, the Board is to regulate the sale of implements and parts and the distribution of implements within the province. It also provides recourse for farmers who feel aggrieved or who consider they have suffered a loss due to an unreasonable delay in the availability of repair parts, or feel they have suffered a loss due to the dealer or distributor's failure to fulfill the conditions on warranties set out in the Act or the contract.

ORGANIZATION

The Board is made up of a minimum of three and a maximum of seven members.

The Board is also responsible for the administration of the Agricultural Implements Compensation Fund and the payment of compensation claims to farmers. Claims can only result from warranty claims or failure by dealers or distributors to deliver repair parts within 72 hours.

GENERAL CLASSES OR TYPES OF RECORDS

Records are maintained by the Consumer Protection Branch, Department of Justice and are listed as their records. No separate records exist for the Board itself.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

AGRICULTURE AND FOOD

ADDRESS

3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

To add value to agriculture by fostering a commercially viable, self-sufficient and sustainable Saskatchewan agriculture and food industry in partnership with industry.

ORGANIZATION

The department is organized in 14 branches; two Crown Corporations; two Revolving Funds; and five Boards: Administrative Services Branch, Agriculture Research Branch, Agri-Food Equity Fund Branch, Communications Branch, Extension Service Branch, Human Resources Branch, Industry Development Branch, Lands Branch, Livestock and Veterinary Operations Branch, Pastures Branch, Policy and Program Development Branch, Pork Central Branch, Statistics Branch, and Sustainable Production Branch; Agricultural Credit Corporation of Saskatchewan, and Saskatchewan Crop Insurance Corporation; Livestock Services Revolving Fund; and Milk Control Board, Agri-Food Development and Marketing Council, Agri-Food Innovation Fund Board, Beef Development Fund Board, and Prairie Agricultural Machinery Institute.

The Agencies, Boards and Commissions are located at various locations throughout the Province. Addresses can be obtained from the Government of Saskatchewan Telephone Directory.

Administrative Services Branch

The Administrative Services Branch provides financial accounting and reporting services, operational services and support to our clients and stakeholders; information technology (IT) support and services, and business improvement support.

GENERAL CLASSES OR TYPES OF RECORDS

Electronic Information (Intranet/Internet)
Facilities and Operations
Library
Organization Structures
Signing Authorities
Systems Development

PERSONAL INFORMATION

None

Agriculture Research Branch

Provide coordination and funding for agricultural research, development and new technology evaluation projects. In addition provides funding for and administers the following programs: AgWest Biotech; Strategic Research Program with College of Agriculture at the University of Saskatchewan; International Centre of Agricultural Science and Technology (ICAST).

GENERAL CLASSES OR TYPES OF RECORDS

College of Agriculture
Commercialization
Demonstration
Food
Correspondence with provincial and federal Departments/Agencies
Priority Setting
Research and Development
Strategic Plans

Systems
University of Saskatchewan - General

PERSONAL INFORMATION

None

Agri-Food Equity Fund Branch

The purpose of the Agri-Food Equity Fund is to assist in the start up or expansion of value added activities in the agricultural sector through equity investments.

GENERAL CLASSES OR TYPES OF RECORDS

Equity Placement Statistics
Industry Information
Program Information and Documentation

PERSONAL INFORMATION

None

Communications Branch

The Branch co-ordinates and provides assistance to effectively communicate and market the department's policies, programs and services.

GENERAL CLASSES OR TYPES OF RECORDS

Audio-Visual Services
Publication Distribution Centre
Public Affairs
Publications Development

PERSONAL INFORMATION

None

Extension Service Branch

Extension Service assists in the adaptation of cost effective technology in producing products and to provide information on department programs. Thirty-one Rural Service Centres provide "one-stop" access for program and technical agriculture information.

GENERAL CLASSES OR TYPES OF RECORDS

Adult Education
Agricultural Engineering
Agriculture, Development and Diversification Board (ADD)
Animal Husbandry
Associations, Councils and Organizations
Environmental Sustainability
Exhibitions and Agricultural Societies
Expansion of the Cattle and Hog Industries
Farm Management
Farm Management/Finance
Farm Productivity
Farm Stress Programs
Field Crops and Forage Crops
4-H
Grazing and Pasture Technology
Marketing Institutions and Farm Income
Networking and Partnerships
Pest Management
Policies/Programs (application forms)
Production of New Agricultural Commodities
Rural Services Centres
Soils, Land Use and Fertilizers
Value Added Processing
Video Library

PERSONAL INFORMATION

None

Human Resources Branch

Human Resources Branch provides assistance in the area of human resource management, organizational development and payroll services.

GENERAL CLASSES OR TYPES OF RECORDS

Classification Correspondence
Employee Records
Payroll Records

PERSONAL INFORMATION

None

Industry Development Branch

The Industry Development Branch provides specialized services for Saskatchewan agriculturally based industry through institutional development, food regulatory policy and business development.

GENERAL CLASSES OR TYPES OF RECORDS

Agri-Food Council
Feasibility Studies
Market Information
Regulatory Information

PERSONAL INFORMATION

None

Lands Branch

Lands Branch provides farm business opportunities through leasing and sale programs while promoting public objectives of integrated land use and a sustainable land resource. This is achieved by developing programs and procedures to be applied on Crown land that will help to balance environmental, economic, social and cultural goals, and ensuring that opportunities for integrated land use are encouraged.

GENERAL CLASSES OR TYPES OF RECORDS

All types of lease and permit agreements on provincial Crown land administered by the Department of Agriculture and Food such as: cultivating, grazing, haying, petroleum and gas, and quarry.

Farm Land Leaseback Program
Provincial Crown Land Sales on land
    administered by the Department of
    Agriculture and Food
Treaty Land Entitlements

PERSONAL INFORMATION

Lease Agreement and Sale Agreement Files and Records

Location: Lands Branch **Information Maintained:** Copies of the lease or sale agreements and/or amendments as well as correspondence pertaining to the agreement; legal land description and number of acres; financial accounting records **Uses:** Maintenance **Users:** Program Administrators **Type of Individuals:** Clients who lease or purchase provincial Crown land that is administered by the Department of Agriculture and Food

Treaty Land Entitlement

Location: Lands Branch **Information Maintained:** Legal description of provincial Crown land administered by the Department of Agriculture and Food that has been sold or has been identified as a possible sale to Entitlement First Nations; results of departmental sales canvasses; and sale process details **Uses:** Information to facilitate sales of provincial Crown agricultural land administered by the Department of Agriculture and Food to Entitlement Bands **Users:** Program Administrators, Provincial and Federal Departments, Entitlement Bands **Type of Individuals:** Entitlement Bands, their legal counsels, lessees of Crown agricultural land, provincial and federal Treaty Land Entitlement Co-ordinators/department and their Crown counsels

The Farm Land Leaseback Program

Location: Lands Branch **Information Maintained:** Name, address, telephone number, health services number, land holdings and values, limited information on debt settlements, Farm Tenure Arbitration Board rulings **Uses:** Maintenance **Users:** Program Administrators, Banks and Credit Unions **Type of Individuals:** Farmers who have transferred land to banks and credit unions as part of a debt resolution and foreclosure process

Livestock and Veterinary Operations Branch

To support the Agri-Food Industry by providing services and administering regulations for financial initiatives, animal disease control, environmental reviews, inspections, licences, registrations and complaint resolutions.

Livestock and Veterinary Operations provides the following services:

Dairy Laboratory
Disease Surveillance
Game Farm Investigation
Intensive Livestock Operations
Livestock Inspection
Livestock Loan Guarantee Program
Livestock Operations
Livestock & Horticultural Facilities Incentive Program
Short-term Hog Loan Program

GENERAL CLASSES OR TYPES OF RECORDS

Animal Welfare/Disease Control
Federal/Provincial Meat Inspection Program
Game Farm Licences
Hatchery Supply Flock Policy
Lands Appeal Board
Legislation
Livestock Brands Registration
Livestock Manifests
Livestock Registered Dealers
Missing Livestock
Peace Officers for the Saskatchewan Society for the Prevention of Cruelty to Animals
Provincial Dairy Laboratory

PERSONAL INFORMATION

The Animal Protection Act

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Names, addresses and contacts for Saskatchewan Humane Societies **Uses:** Appointment of Peace Officers; regulate animal welfare matters **Users:** Saskatchewan Society for the Prevention of Cruelty to Animals; Saskatchewan animal owners; legal profession **Type of Individuals:** Peace Officers; Humane Society contacts

The Veterinary Services Act

Location: Veterinary Laboratory **Information Maintained:** Veterinary Service District Board membership, range by township, name and address **Uses:** Maintain record of Veterinary Services District formation, history and grants allocated to building of veterinary clinics **Users:** Veterinary Service District Boards; veterinarians; staff **Type of Individuals:** Veterinary Service District Board members

Federal/Provincial Meat Inspection Program

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address and slaughter statistics for provincial domestic abattoirs **Uses:** Make payments to Agriculture and Agri-Food Canada for inspection services provided, collect portion of cost from abattoirs. Ensure availability of federally inspected meat from abattoirs. **Users:** Meat packers and processors **Type of Individuals:** Enrolled abattoirs

Hatchery Supply Flock Policy

Location: Veterinary Laboratory **Information Maintained:** Names, addresses, type of flock, flock numbers, hatchery standards **Uses:** Certify and monitor health of Saskatchewan hatchery supply flocks **Users:** Agriculture and Agri-Food

Canada, Food Production and Inspection Branch officials; hatchery owners, fancy flock owners **Type of Individuals:** Hatchery supply flock owners, fancy flock owners

Agricultural Operations Review Board

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Applications for Determination filed under the Nuisance Provisions of *The Agricultural Operations Act*, inspection reports and decision of the Agricultural Operations Review Board **Uses:** Provides a resolution process for complaints of farm nuisance **Users:** People disturbed by farm activities **Types of Individuals:** Farm neighbours

Disease Surveillance

Location: Veterinary Laboratory **Information Maintained:** Disease Surveillance Statistics from postmortem reports, tissues and microbiology tests from a variety of animal species **Uses:** Surveillance of animal diseases **Users:** Veterinarians, animal owners, organizations concerned with disease diagnosis and control **Type of Individuals:** Client submissions to Prairie Diagnostic Services Inc.

Fur Farm Licences

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address, phone number, legal land description **Uses:** Ensure that individuals involved in the production of fur bearing animals follow applicable regulations **Users:** Provincial game farm investigator, S.E.R.M. **Type of Individuals:** Fur farmers

Game Farm Licences

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address, phone number, legal land description, animal inventory, animal identification **Uses:** Ensure that individuals involved in the production of domestic game animals follow applicable regulations **Users:** Provincial game farm investigator, S.E.R.M., Canadian Food Inspection Agency, producer associations **Type of Individuals:** Game farmers

Intensive Livestock Provisions

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Applications for Approval of Plans for Intensive Livestock Operations, Inspection reports and environmental data **Uses:** Applications contain the information necessary to approve plans for Intensive Livestock Waste Storage and Waste Management **Users:** Provincial Government Review Agencies, predominantly Saskatchewan Agriculture & Food **Type of Individuals:** Intensive Livestock Operators

Livestock & Horticultural Facilities Incentive Program

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Files containing original applications for rebate of provincial Education and Health tax **Uses:** Processing the rebate of the provincial Education and Health tax paid on livestock and horticultural facilities **Uses:** Program administrators **Type of Individuals:** Farmers who have constructed livestock and horticultural facilities

Livestock Brand Registration

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address, brand information, phone number **Uses:** Identify livestock ownership **Users:** Livestock Inspectors, Investigation Services, financial institutions, R.C.M.P. **Types of Individuals:** Cattle and horse producers, Feeder Associations

Livestock Loan Guarantee Program

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address, telephone number, health services number, loan information, number of cattle **Uses:** Maintenance **Users:** Program Administrators, financial institutions **Type of Individuals:** Cattle producers

Livestock Registered Dealers/Agents

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address, bond information, licence I.D. number, number of animals traded, phone number **Uses:** Ensure that individuals who trade livestock follow applicable regulations, protects the livestock producer from financial loss **Users:** Livestock Inspectors, Investigation Services, livestock producers, other dealers **Type of Individuals:** Livestock Dealers

Poultry Licences

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Name, address, phone number, legal land description **Uses:** Ensure that individuals involved in the commercial production of poultry follow applicable regulations **Users:** Canadian Food Inspection Agency **Type of Individuals:** Commercial poultry producers

Short-term Hog Loan Program

Location: Livestock and Veterinary Operations Branch **Information Maintained:** Names, addresses, mature and weaning hog sales for the period commencing November 1, 1998, on Saskatchewan hog producers that have applied for a loan under the program **Uses:** This information is used to disburse repayable loan advances and precipitate loan repayment, in the producer's name **Users:** Program administrators **Type of Individuals:** Hog producers that have applied under the program

Pastures Branch

Pastures Branch provides livestock business opportunities through a community pasture program while promoting public objectives of integrated land use and a sustainable land resource. Grazing on provincial marginal Crown land is available for livestock producers for a fee; a high level of livestock management and services are provided; sound rangeland management practices are adhered to ensuring sustainable production and accommodating complimentary uses of Crown land such as wildlife habitat, eco-tourism, heritage interests and mineral activities.

GENERAL CLASSES OR TYPES OF RECORDS

Client's Livestock Billing Record for programs such as: grazing, bull wintering, cow wintering and backgrounding Assigned Allocation Records.

PERSONAL INFORMATION

Client's Livestock Billing Record

Location: Pastures Branch **Information Maintained:** Clients name, address, number and kind of livestock allocated to a pasture, charges incurred **Uses:** Maintenance **Users:** Program Administrators **Types of Individuals:** Livestock producers

Assigned Allocation Records

Location: Pastures Branch **Information Maintained:** Clients name, address, number and kind of livestock allocated to a pasture, name of the pasture **Uses:** Maintenance **Users:** Program Administrators **Types of Individuals:** Livestock producers

Policy and Program Development Branch

The Policy and Program Development Branch anticipates and analyses economic opportunities, policy issues and responds by developing appropriate strategies.

GENERAL CLASSES OR TYPES OF RECORDS

Agricultural Economics
Farm Policy Analysis

Farmers in Transition
Market Analysis Reports
Policy Research Recommendations
Production Economics
Trade Policy Analysis

PERSONAL INFORMATION

None

Pork Central Branch

Pork Central promotes the sustainability and the expansion of the pork industry.

GENERAL CLASSES OR TYPES OF RECORDS

Environmental and Socio-economic Issues
Manure Management
Pork Industry
Pork Production

PERSONAL INFORMATION

None

Statistics Branch

The Statistics Branch compiles, interprets and distributes statistical data describing trends in the industry to facilitate decision-making for the department and stakeholders.

GENERAL CLASSES OR TYPES OF RECORDS

Agricultural Statistics
Crop Reporting
Farm Income Outlook
Feed Grain and Forage Listing
Geographic Information Systems (GIS)

PERSONAL INFORMATION

None

Sustainable Production Branch

Provides specialized production services to the Government of Saskatchewan, and to producers through extension agrologists and industry groups.

Objectives:

- Development: in partnership with industry groups, identify opportunities for development and diversification of crop and livestock production in Saskatchewan and work with SAF branches and government agencies to create and implement strategies to help realize these opportunities.
- Specialist Services: through ongoing dialogue with industry and government stakeholders, develop, target, adapt and provide appropriate depth and range of specialist services, program and information products to increase sustainability of Saskatchewan crop and livestock producers.
- Regulation and Policy: develop, review, amend and administer SAF policy and legislation to ensure further sustainability of crop and livestock production in Saskatchewan.
- Client Service: consult with internal and external clients to evaluate the appropriateness, and improve timeliness and efficiency of branch programs and services.

GENERAL CLASSES OR TYPES OF RECORDS

Agriculture Technology and Development
Beef, Sheep and Pork Industry
Crop Industry Development
Crop Protection
Game Farming
Horticulture Development and Production
Livestock Industry Development
Pesticide
Soil Conservation
Wild Rice Technology

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Agriculture and Food
Room 231 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5141
Fax: (306) 787-0600

BOARD OF REVENUE COMMISSIONERS

ADDRESS

Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

Any write-off or cancellation of monies owing to the province is subject to prior approval of the Board of Revenue Commissioners as delegated by Treasury Board. The Board has the power to hear and determine appeals respecting taxes imposed or assessed pursuant to and by virtue of any taxing enactment and respecting other monies claimed to be due and payable to the province where the right of taking appeal to the Board is given by any statute.

ORGANIZATION

The membership of the Board of Revenue Commissioners is the same as the Saskatchewan Municipal Board (previously the Local Government Board).

GENERAL CLASSES OR TYPES OF RECORDS

Appeals of Provincial Taxation
Board Orders
Write-offs

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Board of Revenue Commissioners
Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227

CO-OPERATIVE SECURITIES BOARD

ADDRESS

800 - 1920 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

To regulate the sale of securities or investments by co-operatives and credit unions. The Co-operative Securities Board administers Part XIX of *The Co-operatives Act, 1996* and Part XXX of *The Credit Union Act, 1998*, and Part XXII of *The New Generations Co-operatives Act*.

ORGANIZATION

The Co-operative Securities Board (the "Board") consists of up to five appointed board members. The Board has one part-time, paid staff person, whose title is Secretary.

The Board is responsible for reviewing and approving applications from co-operatives and credit unions that wish to sell their securities in Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Financial statements
Prospectuses

PERSONAL INFORMATION

Principals of Co-operatives

Location: Co-operative Securities Board **Information Maintained:** name, address, phone number, date of birth, education, occupation, employment, past financial transactions, business history **Uses:** to decide whether the management of a new co-operative has appropriate background and skills **Users:** Co-operative Securities Board and Secretary **Type of Individuals:** Directors and senior officers of a new co-operative that wants to issue securities for the first time

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

CROWN INVESTMENTS CORPORATION

ADDRESS

400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

1. Supervision of Subsidiary Crown Corporations
   - To continue to monitor performance and coordinate direction of subsidiary Crown corporations.
2. Asset Management
   - To continue to prudently manage new and existing investments.
3. Economic Development and Diversification
   - To continue to enhance the long-term economic prosperity of the Province by pursuing economic development and diversification opportunities.

Crown Investments is also the sponsor of the Capital Pension Plan.

ORGANIZATION

The Crown Investments Corporation is a Crown corporation operating under a Board of Directors.

Administration

Responsible for all Crown Investments Corporation administrative services including: staffing, job classification, employee relations, budgetary process, information systems, inter-governmental relations and general in-house counsel.

In its role as a holding company for subsidiary Crown corporations, Crown Investments Corporation is responsible for monitoring their performance through: the application of generally accepted accounting and management practices and procedures, monitoring of corporate capital and operating budgets, allocation of loan and equity funding (when required), establishment of dividend policies, preparing consolidated financial statements and the preparation and coordination of short and long term financial plans.

GENERAL CLASSES OR TYPES OF RECORDS

Contains general administrative records as described in the common records section.

PERSONAL INFORMATION

None

Accounting Services

Manages the financial affairs of the corporation, is responsible for tracking corporate budgets, preparing financial statements, co-ordinating financial plans and administering the payroll.

GENERAL CLASSES OR TYPES OF RECORDS

Loan agreements and documentation
Purchase and sale agreements
Receipt, control and expenditure of funds for the Crown corporations and entities which Crown Investments Corporation administers.

PERSONAL INFORMATION

None

Projects & Asset Management

Co-ordinates and evaluates economic growth and diversification opportunities by utilizing internal and external expertise.

Administration of loans and investments of the former SEDCO.

GENERAL CLASSES OR TYPES OF RECORDS

Records relating to the analysis of project development opportunities.

PERSONAL INFORMATION

None

Pension & Benefits Administration

As sponsor for the pension and benefits plans for most Crowns and certain other related entities, Crown Investments Corporation provides the staffing and administration for Capital Pension Plan which operates under its own board of directors and administers pension and benefit service for 37 organizations and close to 6,000 members.

GENERAL CLASSES OR TYPES OF RECORDS

Records relating to the administration of those members of the Capital Pension & Benefits Plan regarding policies, claims, payments and receipts of payments.

PERSONAL INFORMATION

None

OTHER RELATED CROWN AND INVESTMENTS ADMINISTERED BY CROWN INVESTMENTS CORPORATION

Municipal Finance Corporation of Saskatchewan
Saskatchewan Development Fund Corporation

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investments Corporation
400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-9097
Fax: (306) 787-8030

ECONOMIC AND CO-OPERATIVE DEVELOPMENT

ADDRESS

1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

MANDATE

The Department's mandate is to guide, promote, co-ordinate, and implement policies, strategies, and programs of the Government of Saskatchewan to develop, diversify and renew the Saskatchewan economy and to establish partnerships and working relationships in the development, diversification and renewal of the Saskatchewan economy.

ORGANIZATION

Under the Deputy Minister's Office, the Department is organized into five main divisions, some with a number of branches:

- Policy
- Operations
- Marketing and Corporate Affairs
- Corporate Management
- Information Technology Office

In addition, the Department manages the Synchrotron project for the Government of Saskatchewan, as well as a Saskatchewan Business Development Office in Ottawa which promotes the Province of Saskatchewan. Administration of the Strategic Initiatives Fund is also handled by the Department.

The Department delivers its programs through a network of Regional Offices and Business Development Branches situated throughout Saskatchewan. Please consult the Government Telephone Directory for addresses.

POLICY DIVISION

The Policy Division is responsible for the analysis and development of economic policies and provision of analytical support to the Operations Division and other government institutions.

Economic Analysis Branch

This Branch is responsible for economic and statistical analysis; forecasts; economic impact analysis; publications; competitiveness reviews; PACE support; intergovernmental meetings/agreements, including management of the Canada-Saskatchewan Western Economic Partnership Agreement (WEPA).

Policy and Strategic Planning Branch

This Branch leads on the development and monitoring of the provincial economic strategy. Supplementing this activity, the Branch establishes broad-based public policies to support the vision and objectives defined in the strategy. The Branch also provides evaluation, policy analysis and solutions for the province's key and emerging sectors.

Business Services Improvement Branch

The Business Services Improvement Branch co-ordinates the provincial government's regulatory reform initiative which includes reducing the number of provincial regulations by 25% and also identifying and addressing business red tape and regulatory irritants.

GENERAL CLASSES OR TYPES OF RECORDS

Business policy issues
Business regulatory issues
Competitiveness reviews
Economic impact analysis
Economic statistics/analysis/forecasts
Economic strategy information
Intergovernmental liaison/agreements
List of business-related regulations
List of current provincial regulations
Strategic Initiatives Fund

PERSONAL INFORMATION

None

OPERATIONS DIVISION

The Operations Division is responsible for the delivery of programs for the Department. The division delivers services through Regional Offices and Business Development Branches. These units identify areas for growth, expansion and investment; participate with other partners in the development of identified projects; and provide support services to businesses and co-operatives. The Regional Offices also support the development of Regional Economic Development Authorities (REDAs) and administer REDA grants and the capital infrastructure fund for REDAs.

Yellowhead Region

The Yellowhead Region works with individuals, businesses, co-operatives, and communities in the central region of the province to foster a better business climate and promote economic development. Offices are located in North Battleford, Prince Albert, Yorkton, and Saskatoon.

TransCanada Region

The TransCanada Region works with individuals, businesses, co-operatives, and communities in the southern region of the province to foster a better business climate and promote economic development. Offices are located in Regina, Estevan, Swift Current, and Moose Jaw.

Business Development Unit

Business Development Managers located in Regina and Saskatoon assist individual firms to access government and private sector programs, services and resources to help them expand. The Business Development Units focus on the growth of Saskatchewan's value-added and knowledge-based firms, work with other partners in the development of related R&D and support infrastructure and lead overall investment attraction initiatives on behalf of the province.

Canada-Saskatchewan Business Service Centre

The Canada-Saskatchewan Business Service Centre located in Saskatoon operates as a partnership with the Federal Government to support provincial business development and entrepreneurial processes by providing a single-window for sound business decision-making, including advice on government programs and services.

Program Development and Support

This Branch provides services and support for the management, development, co-ordination, implementation, and delivery of the Department's programs and services for business, co-operatives and community economic development. Some of these programs are: Saskatchewan Made Program, Regional Economic Development Authority initiative, Neighbourhood Development Organization initiative, Small Business Loans Association Program, Labour-sponsored Venture Capital Program, Business Immigration Programs, Co-operative Development Program, and Saskatchewan Business Ambassadors Program.

Special Projects Branch

Special Projects Branch undertakes high-priority projects requiring focused activity and a definable outcome. Projects are usually intra/intersectoral in nature and require consultations and/or negotiations with senior government and industry representatives for the purpose of managing initiatives to a successful conclusion.

GENERAL CLASSES OR TYPES OF RECORDS

Contain most common administrative records as described in the Common Records section of the Directory to provide promotional and general inquiry support for Department business and co-operative programs and services.

Associations and interest groups
Business/industry studies and surveys
Co-operative Development Program
Cost-shared market studies
Database of Saskatchewan manufacturers
Database of major projects
Immigrant Entrepreneur Program
Immigrant Investor Program
Labour-sponsored Venture Capital Program
Neighbourhood Development Organizations
Provincial Nominee Program
REDA (Regional Economic Development
    Authority) Program
Saskatchewan Business Ambassadors Program
Saskatchewan Made Program
Small Business Loans Association Program

PERSONAL INFORMATION

Business, Co-operative, Entrepreneur, Industry/Firm, Investor, and REDA Program clients

Location: Operations Division **Information Maintained**: Records business name, individual name, business address, telephone number, type of business, services/financing provided, investment contributions and tax credit amounts **Uses:** This information is used to track branch activities and program administrative and financial data, for industry research purposes, and to develop mailing lists to provide pertinent information to interested individuals **Users:** Division and program compliance staff **Type of Individuals:** Individuals, firms or groups who have contacted the Division for information and/or services, financial program recipients/investors

MARKETING AND CORPORATE AFFAIRS DIVISION

This Division is responsible for the strategic communications, promotion and marketing activities of the Department. It provides leadership on communication issues and supports government marketing efforts to encourage entrepreneurship and attract businesses, industries and investment in Saskatchewan.

Activities undertaken by the Division include speechwriting; preparation of news releases, feature articles and fact sheets; development of advertising campaigns around entrepreneurship and investment attraction; organization of program/business events involving the minister; media relations; media monitoring; promotional support to Department officials at trade shows and on investment missions; and liaison with Department stakeholders on general business promotion. The Division also prepares comprehensive communication strategies in support of government economic policies and programs.

GENERAL CLASSES OR TYPES OF RECORDS

Division records contain information required to provide promotional, editorial and general inquiry support for Department programs and services and for organization of special events.

PERSONAL INFORMATION

None

CORPORATE MANAGEMENT DIVISION

This Division develops and leads corporate policy and sets strategic direction in the areas of Human Resources, Information Systems Management, Financial and Administrative Services, and Organizational Performance Services.

Human Resource Services Branch

Human Resources works collaboratively with managers and employees to provide proactive leading edge human resource strategies which support the people of the Department and the corporate direction. The Branch also provides leadership, expertise and support in decision-making, administrative human resource management and organizational development to assist the Department to achieve its strategic objectives.

Financial and Administrative Services Branch

This Branch provides budget, financial and general administrative services to the Department (i.e. procurement, accommodation, CVA, parking, security, mail services, Saskatchewan Administrative Records System (SARS), contracts, revenue/expenditure processing). The Branch also provides legislative services and handles the Department's Freedom of Information requests.

Information Systems Services Branch

Information Systems co-ordinates the management and development of the Department's information technology infrastructure and assists others in utilizing these resources most effectively.

GENERAL CLASSES OR TYPES OF RECORDS

Contain most common administrative records as described in the common records section of the Directory, as well as records on the Department's information technology infrastructure.

PERSONAL INFORMATION

None

INFORMATION TECHNOLOGY OFFICE

The Information Technology Office has the government-wide mandate for co-ordination and implementation of policies and programs to support the use of information technology (IT) and management of government information to: improve government service delivery, facilitate electronic commerce and enable Saskatchewan residents to derive economic and social benefits from full participation in the global, knowledge-based economy.

GENERAL CLASSES OR TYPES OF RECORDS

Contain policy development and information documents on the use of IT and the management of information in the government.

PERSONAL INFORMATION

None

Synchrotron

The Synchrotron Branch manages the Province of Saskatchewan's interest in the Canadian Light Source (CLS) Synchrotron project. The CLS is a collaborative science and technology venture between the Province of Saskatchewan, the Government of Canada, the University of Saskatchewan, other universities, and industry.

GENERAL CLASSES OR TYPES OF RECORDS

CLS Synchrotron promotional material

PERSONAL INFORMATION

None

Ottawa Office

The Saskatchewan Business Development Office (SBDO) promotes our province, its industry and businesses to public and private sector organizations in Ottawa and the surrounding area. The SBDO also provides assistance to Saskatchewan-based individuals and businesses looking to do business with Federal Government departments and agencies.

The Ottawa Office also responds to general inquiries about Saskatchewan from both the public and private sectors in the National Capital Region and inquiries about the Federal Government from both the public and private sectors in Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information required to provide general promotional and general inquiry support for the province. Also contains information necessary to respond to inquiries from the province about the Federal Government.

PERSONAL INFORMATION

General Inquiries Log

Location: Ottawa Office **Information Maintained:** Contains information on individuals who have requested information about Saskatchewan **Uses:** Records individual name (if provided), contact information required to respond to inquiry (i.e. organization, telephone number, fax number, mailing address, e-mail address), information requested, action taken (i.e. information/publications provided, referral information) This information is used to track office activities, for follow-up as necessary and as reference for future inquiries of a similar nature **Types of Individuals:** People who have contacted the Ottawa Office for information about Saskatchewan

Tourism Information Log

Location: Ottawa Office **Information Maintained:** Contains information on individuals who have requested Saskatchewan travel literature **Uses:** Records name of individual and mailing address. Used to provide Tourism Saskatchewan with a record of the number of requests for each travel publication and from which province request originated Information is also used to determine tourism publication inventory requirements, and to handle subsequent client requests and follow-up as necessary **Type of Individuals:** People who have contacted the Ottawa Office for tourism information

Subscribers to Updates of Saskatchewan Cabinet/MLA/Senior Bureaucracy Lists

Location: Ottawa Office **Information Maintained:** Contains information on individuals who have requested they be placed on the distribution list for Saskatchewan Cabinet/ MLA and senior bureaucracy list updates **Uses:** Records name, organization, fax number. Information is used to provide periodic Saskatchewan Cabinet/MLA/Senior Bureaucracy updates to interested individuals **Type of Individuals:** People who have contacted the Ottawa Office for information pertaining to Cabinet Ministers, MLAs and senior bureaucrats and have requested that they receive updates of same.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Economic and Co-operative Development
8th Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-0752
Fax: (306) 787-3872

EDUCATION

ADDRESS

2220 College Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

The Mandate of the Department is to provide leadership and support in the development and operation of Kindergarten through Grade 12 education, helping to prepare Saskatchewan young people for full and meaningful participation in society. The focus is on supporting and developing programs and services for the benefit of students in the context of the economic and social needs of the province.

ORGANIZATION

The department is organized into nine branches. The branches report directly to the Deputy Minister or Associate Deputy Minister.

- Regional Offices
    - Region 1 Office, Weyburn, SK
    - Region 2 Office, Swift Current, SK
    - Region 3 Office, Regina, SK
    - Region 4 Office, Saskatoon, SK
    - Region 5 Office, Melfort, SK
    - Region 6 Office, North Battleford, SK
    - Northern Region, La Ronge, SK
- Curriculum and Instruction Branch
    - Science and Technology
    - Social Sciences
    - Humanities
    - Correspondence School
    - Learning Resources Distribution Centre
    - Learning Technology
    - Instructional Resources
- Planning, Evaluation & Children's Services Branch
    - Community Education
    - Aboriginal Education
    - Special Education
    - Assessment and Evaluation
- Official Minority Language Office
    - French Curriculum and Development Unit
    - Federal/Provincial Programs
    - Independent Schools/Home-Based Education
    - Provincial Exams, Student/Teacher Services
- School Finance Branch
    - Foundation Operating Grant
- Legislation and School Administration Branch
    - Legislative Services
    - Boundaries and School Administration
- Finance and Operations Branch
    - Financial Planning and Administrative Services
    - Facilities Planning and Capital Grants
    - Corporate Information and Technology
    - Resource Centre
    - Legislative and Contract Services
    - Correspondence Unit
- Communications Branch
    - Planning and Implementation
- Human Resources Branch
    - Human Resource Services
    - Staff Development

Regional Offices

The regional office network makes Saskatchewan Education more accessible to the people it serves. These offices are often the first point of contact for parents, school divisions and the general public on education-related matters. In Northern Saskatchewan, partnerships are promoted among K-12 and post-secondary education and training institutions, communities, business and industry. These partnerships assist northern students in achieving their goals in furthering their education, pursuing their careers, and maintaining their cultural heritage. Each regional office has a Regional Director of Education, a Regional Superintendent of Special Education and a Regional Superintendent of Curriculum and Instruction.

GENERAL CLASSES OR TYPES OF RECORDS

Information relevant to the operation of the Regional Offices and the school divisions within

the regions.
Course Development
Policy and Procedure
Statistical, Personnel and Financial Information

PERSONAL INFORMATION

Regional staff as well as school administration, teacher and student records.

Curriculum and Instruction Branch

The Curriculum and Instruction Branch develops courses of study for use in Kindergarten to Grade 12 schools. It also evaluates resources and produces and distributes resources that support the curriculum. The Branch delivers teacher inservice to help school divisions implement the curriculum, and delivers distance education at the secondary level.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the development of curriculum and the development/evaluation of instructional resources. These records include names and addresses of people serving on the writing reference committees that guide the development of the curriculum and the names and schools of pilot teachers who assist in refining and evaluation. Information is kept on the schedule of curriculum implementation by school divisions and the numbers and kinds of inservice requested and delivered. Records are also kept of the inventory of the Learning Resources Distribution Centre. Information is kept on partnership contracts, contracts for services, grant recipients, Request for Proposals (RFP) processes, and pilot projects that receive support funding to develop resources supporting the implementation of Core Curriculum.

Core Curriculum Guidelines
Policy and Foundation Documents for Core Curriculum
Resource-based Learning
Saskatchewan Education World Wide Website
Practical and Applied Arts
Science and Technology
Evergreen Curriculum
Social Sciences
Humanities
Correspondence School
Database of Instructional Resources

PERSONAL INFORMATION

Correspondence School Records

Location: Correspondence School **Information Maintained:** Name, mailing address, date of birth, gender, student identification number, marks, courses, fee payments **Uses:** Issue marks **Users:** Correspondence School staff **Type of Individuals:** Correspondence School Students

Planning, Evaluation & Children's Services Branch

The Planning, Evaluation & Children's Services Branch plans, develops and evaluates policies, programs and outcomes for the education system. By providing leadership and direction, balanced with responsiveness to community needs and perspectives, it supports informed decision making, continuous improvement and innovation at all levels within the system and within the community. The Branch seeks to ensure quality and equity in all aspects of the system for all students. It supports the education system in responding to the diverse needs of children, their families and communities and to the changing social and economic context.

GENERAL CLASSES OR TYPES OF RECORDS

Information is available on the development of the department's strategic plan and key directions.

Forecasting and trends analysis
Intergovernmental issues
Policy development

Aboriginal Education
Special Education
Community Education
Saskatchewan's Action Plan for Children
Equity
Integrated Services

PERSONAL INFORMATION

None

Official Minority Language Office

Saskatchewan Education's Official Minority Language Office oversees the delivery of French Language Education programs and services to Saskatchewan students, school divisions, universities and Francophone adults. The Official Minority Language Office also provides support to the K-12 education system and department through the administration of a range of services and programs.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the delivery, development and implementation of Saskatchewan's French language programs and services. The Official Minority Language Office also contains student demographic information, courses completed, student marks (grade 10, 11, 12), credits awarded, grades completed, examinations and the evaluation and effectiveness of existing programs, independent schools, home-based education, and teacher certification.

Intergovernmental programs
Bursaries
Provincial programs
Course Development
Examination Development
Home Based Education
Independent Schools
Policy and Procedures
Statistics
Student Evaluation
Student Records
Teacher Classification
Teacher Records

PERSONAL INFORMATION

Teacher Records

Location: Provincial Examinations, Student and Teacher Services **Information Maintained:** Name, maiden name (if applicable), home and school addresses, gender, date of birth, marital status, social insurance number, certificate type and number, qualifications, education, teaching experience, teaching assignment, salary **Uses:** Determine eligibility for certification, appropriate classification, equivalent standing; provide statement of professional standing; confirm certification details with employers; maintain permanent file of qualifications and experience **Users:** Student and Teacher Services, Teachers' Superannuation Commission, Saskatchewan School Trustees Association, Saskatchewan Teachers' Federation **Type of Individuals:** Inactive and active certified teachers and applicants for certification

Student Records

Location: Provincial Examinations, Student and Teacher Services **Information Maintained:** Name, address, Saskatchewan Student Number, date of birth, school attending, citizenship, subjects taken, marks achieved **Uses:** Maintain Record of Standing **Users:** Unit staff **Type of Individuals:** Students

Teacher Accreditation

Location: Provincial Examinations, Student and Teacher Services **Information Maintained:** Name, teacher certificate number, accreditation, school and division employed **Uses:** Determine eligibility for accreditation **Users:** Unit staff, school division **Type of Individuals:** Teachers

Exchange Programs (teacher)

Location: Provincial Examinations, Student and Teacher Services **Information Maintained:** Name, gender, age, address, telephone number, teaching assignment information, accommodation information, correspondence related to applications **Uses:** Determine eligibility of teachers; match with appropriate exchange educator in exchange country **Users:** Unit staff, Canadian Education Association, League for Exchange of Commonwealth Teachers, United States Information Agency, German Exchange Office **Type of Individuals:** Applicants and previous exchange teachers

School Finance Branch

The School Finance Branch carries out a variety of policy and administrative functions in the areas of school finance.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the operating grants, operating grant formulas and other financial information.

Operating Grants
Capital Grants
Audited Financial Statements
General Statistics of School Divisions
Mill Rates
Financial Information of School Divisions

PERSONAL INFORMATION

None

Legislation and School Administration Branch

The Legislation and School Administration Branch is responsible for the areas of school administration and education legislation.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to legislation and administration of the education system
Boundaries of school divisions and sub-divisions; legal details of boundary changes
Capital loans and debentures of school divisions
Sale of school division property
School Division information
Land Transfers
Education Act

PERSONAL INFORMATION

Names and home addresses of school trustees
Names and certification status of secretary-treasurers of school divisions

Communications Branch

The Communications Branch supports the strategic directions for education in Saskatchewan and reflects government-wide priorities.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to department programs, services and policies respecting K-12 education.

Press Releases
Newspaper Clippings
Speeches
Print Material

PERSONAL INFORMATION

None

Finance and Operations Branch

The Finance and Operations Branch, a shared service with the Department of Post-Secondary Education and Skills Training, provides financial, operational, technological, contractual, legislative, administrative and research support to the department. The Branch is also responsible for the Resource Centre.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to administration, financial management, legislative instruments and contract development and management, resource distribution, and the distribution of operating funds to boards.

Facilities Planning
Federal-Provincial Funding
Capital Grants
Legislative Instruments
Scholarships and Bursaries
Resource Centre
Administration Policy
Financial Planning
Technology
Correspondence
Contracts

PERSONAL INFORMATION

None

Human Resources Branch

The Human Resources Branch, a shared service with the Department of Post-Secondary Education and Skills Training, provides advice, support and leadership in the strategic planning, management of department human resources and labour relations services.

GENERAL CLASSES OR TYPES OF RECORDS

Employment Equity
Health and Safety
Organization Charts
Information and Training Sessions

PERSONAL INFORMATION

Staff records

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Education
2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7993
Fax: (306) 787-7392

ENERGY AND MINES

ADDRESS

2101 Scarth Street
REGINA, Saskatchewan S4P 3V7

MANDATE

To achieve full and responsible development of Saskatchewan's energy and mineral resources to create jobs and sustain economic activity in the Province and optimize revenues to fund government programs and services.

ORGANIZATION

The Department is organized into four divisions and 16 branches. The main office and geological laboratory are located in Regina. There is a field office in LaRonge to service the mineral industry and offices in Swift Current, Kindersley, Lloydminster and Estevan to deal with the petroleum and natural gas industry. An Oil and Gas Conservation Board has also been established.

FINANCE AND ADMINISTRATION DIVISION

This division is responsible for mineral revenue collection and audits, internal administration and human resource personnel, legislative coordination, mineral land ownership, systems services, and communications. Four branches comprise this division: Mineral Revenue, Corporate Services, Systems Services and Communications.

GENERAL CLASSES OR TYPES OF RECORDS

Committees and Commissions
Data Processing/Systems/Computer Services
Information Services/Media Relations and Communications
Legal Services
Mineral Revenue case receipts and disposition
Mineral Land Ownership and Dispositions
Resource Royalties and Tax Returns
Resource Industry Audits
Taxroll
Trust Certificate Payments

PERSONAL INFORMATION

None

RESOURCE POLICY AND ECONOMICS DIVISION

This division conducts research and analysis of policy issues related to energy and mineral resource development in order to make policy recommendations on such matters as: rate of development of the province's energy and mineral resources; pricing and taxation of resources; market access and development. This group also negotiates with the federal government and other provincial governments on issues of mutual concern in the mineral and energy sectors. Four branches are located in this division: Energy Economics, Energy Development, Industrial Minerals, and Metallic Minerals.

GENERAL CLASSES OR TYPES OF RECORDS

Committee/Commission Reports
Conference Reports
Consultant Studies
Policy and Planning
Research Reports
Royalties Reviews/Analysis

Statistics
Task Force Reports
Technical Reference Information

PERSONAL INFORMATION

None

EXPLORATION AND GEOLOGICAL SERVICES DIVISION

This Division is responsible for the maintenance of the departmental geoscience data base; storage and synthesis of exploration, mining and production data submitted by industry; and disposition of all Crown minerals other than petroleum, natural gas, oil shales and helium. This division is comprised of three branches: Petroleum Geology/Sedimentary Geodata, Northern Geological Survey and Mines Branch, together with a support services unit which carries out cartographic drafting and editorial duties for the division as well as general drafting for the department.

GENERAL CLASSES OR TYPES OF RECORDS

Geophysical Data
Industrial Mineral Disposition Documents
Inventories
Mineral Assessments and company data
Mineral Claim Certificates and related documentation
Mineral Land Maps
Mining Lands Records
Permits and Lease Information
Projects and Studies
Publications
Reports and Statistics
Scientific Data/Aeromanetic Maps
Well Records

PERSONAL INFORMATION

None

PETROLEUM AND NATURAL GAS DIVISION

This division has major responsibilities in all areas related to provincial jurisdiction over oil and gas resources including disposition and management of Crown oil and gas rights; well licensing and surveillance of all exploration, development and production operations; oil and gas conservation, including determination of reserves and productivity estimates; maintenance of production and disposition statistics; crude oil marketing; and royalty and tax legislation. These responsibilities are carried out by five branches: Petroleum Development, Engineering Services, Geology and Petroleum Lands, Economic and Fiscal Analysis and Petroleum Statistics.

GENERAL CLASSES OR TYPES OF RECORDS

Engineering and Geological Reports
General Industry Operating and Investment Data
Industry Information Circulars
Major Energy Agreements/Programs
Oil and Gas Forecasts
Petroleum Land Ownership and Disposition
Petroleum Production and Disposition Statistics
Pipeline Permits/Licences
Policies and Procedures
Pooling Agreements/Unit Agreements
Projects and Studies
Regulation Boards/Commissions
Reports and Statistics
Reserves Data
Royalty Reviews/Analysis/Tax Systems
Technical Industry Information
Well Licences

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Energy and Mines
8th Floor, 2101 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2525
Fax: (306) 787-5718

ENVIRONMENT AND RESOURCE MANAGEMENT

ADDRESS

3211 Albert Street
Regina, Saskatchewan S4S 5W6

MANDATE

To manage, enhance, and protect Saskatchewan's natural and environmental resources - fish, wildlife, lands, forests, parks and protected areas, air, water, and soil - for conservation, recreation, social and economic purposes and to ensure they are sustained for future generations.

ORGANIZATION

The department is divided into four divisions: Operations, Policy and Assessment, Programs and Corporate Services. The department has a province-wide presence with five ecoregional offices. Please consult the Government Telephone Directory for addresses.

Corporate Services Division

This division provides support services to the entire department in such areas as human resource management, organizational development, corporate planning, financial services and management, property management and program support. It consists of the Service Bureaus, Information Management Branch and Corporate Development Unit.

Service Bureaus

Service Bureaus provide administrative support in the areas of human resources, budget and forecasting, payrolls, expenditures, revenue, property management and mail services. Service Bureaus are located in Regina, Prince Albert, LaRonge, Swift Current, Saskatoon and Meadow Lake.

GENERAL CLASSES OR TYPES OF RECORDS

Cash Register Information System (CRIS)
Commercial Lease Audits
Commercial Revolving Fund Financial
Consultants/Vendor Correspondence
Fish & Wildlife Development Fund Financial
Hudson Bay Reforestation Trust Fund
Resource Protection and Development Revolving Fund Financial
Staff Housing
Personnel Advisor Services

PERSONAL INFORMATION

Licence Information Processing System

Location: Regina Service Bureau **Information Maintained:** Name, address, telephone number, licences on consignment, amount owing to department, history of previous year's licence sales **Uses:** Keeps track of hunting and fishing licences **Users:** Department personnel **Type of Individuals:** Vendors selling licences for the department

Information Management Branch

Provides development and support services to department's computer-based systems and processes. Gathers, interprets and distributes standardized information on the ecological status of provincial wild life species.

GENERAL CLASSES OR TYPES OF RECORDS

Analyst Services
Computer Facilities
Infomatics

Software
Systems Policies/Programs
Location and status of rare and endangered species
Status of wildlife on a provincial, national and international scale.

PERSONAL INFORMATION

None

Corporate Development Unit

Provides financial services and management, organizational development, corporate planning, occupational health and safety, risk management, corporate human resource/labour relations and workplace diversity services.

GENERAL CLASSES OR TYPES OF RECORDS

Employment Equity
Occupational Health and Safety
Risk Management
Financial Management
Corporate Plan

PERSONAL INFORMATION

Intranet Personnel System (IPS) - Learning & Development Module

Location: Corporate Development Unit; Service Bureaus **Information Maintained:** Career History, Learning Status, Skills, Education, Learning Plan, Tuition and Book Reimbursement, Education Leave, Memberships **Uses:** Needs Analysis for future training; statistical reporting **Users:** Department staff **Type of Individuals:** All department employees with training history and future training needs.

POLICY AND ASSESSMENT DIVISION

The division groups several key functions relating to the integration and coordination of policies and activities across the department. These functions include: coordination of policy and legislative processes, policies and processes regarding public involvement and aboriginal liaison, environmental impact assessment and esosystem-based management planning. The division includes Environmental Assessment Branch, Policy & Legislation/Ecosystem Management Special Projects, and Public Involvement & Aboriginal Affairs Unit.

Environmental Assessment Branch

Evaluates development activities as to the acceptability of their likely environmental implications and provides information to prospective developers about Saskatchewan's environmental protection policies and regulatory requirements.

GENERAL CLASSES OR TYPES OF RECORDS

Environmental Assessment Guidelines
Environmental Impact Assessments
Interagency Liaison/Activities
Monitoring
Planning and Research
Policy
Project Review Results
Research Projects
Uranium Board of Inquiry
Project Proposals
Environmental Protection Guidelines

PERSONAL INFORMATION

Environmental Assessment Review

Location: Environmental Assessment Branch **Information Maintained:** Name and address **Uses:** Information of background issues on Environmental Assessment **Users:** Branch and department staff **Type of Individuals:** General public, aboriginal bands, urban and rural municipalities, cities, towns, villages, hamlets, environmental consultants, industries, environmental interest groups, groups interested in environmental assessment process

Quarterly Report

Location: Environmental Assessment Branch **Information Maintained:** Names and addresses of proponents, project summaries, review process summaries **Uses:** To send out quarterly updates on the status of projects which are undergoing the Environmental Review Process in Saskatchewan **Users:** Branch and department staff **Type of Individuals:** Environmental groups, consultants, industry, other government institutions, libraries, individuals who have requested the Quarterly Report

Policy & Legislation Unit/ Ecosystem Management Special Projects

Provides leadership and support in environmental and resource management policy and planning; coordinates implementation of ecosystem management; coordinates regular publication of the State of the Environment Report; coordinates the environmental health monitoring program; manages the department's legislative and regulatory agenda; and coordinates and facilitates environmental education programs for school children and ecosystem management information and educational tools for staff and the public.

GENERAL CLASSES OR TYPES OF RECORDS

Legislative/Regulatory Agenda
Ecosystem Management Plan of Action
Ecoregions of Saskatchewan
Environmental Monitoring and Indicators
State of the Environment Report
SERM Decision Making Management Framework
A Guide to Policy Development
SERM's Policy Agenda
Project WILD
Project WET

PERSONAL INFORMATION

None

Public Involvement & Aboriginal Affairs

Public Involvement & Aboriginal Affairs develops and delivers policies and programs for the public, internal staff and other government departments in management activities related to the delivery of the department's mandate; also manages the development and delivery of Aboriginal policies and coordinates the department's Aboriginal Affairs program.

GENERAL CLASSES OR TYPES OF RECORDS

Public Involvement Policy Framework and Guidelines
SERM Aboriginal Affairs Policy Framework
Corporate Environmental Management Program
Sustainable Community Planning Program
Intergovernmental Relationships and Liaison

PERSONAL INFORMATION

None

PROGRAMS DIVISION

Develops and coordinates the planning, development, implementation and evaluation of environmental and resource management (fish, forests, wildlife, Crown lands, environmental protection, parks) policies, programs and legislation. Programs Division currently includes Environmental Protection, Fish & Wildlife, Forest Ecosystems, Parks & Special Places, Sustainable Land Management and Economic Development branches.

Environmental Protection Branch

Provides environmental protection and upholds environmental standards through monitoring compliance with environmental regulations in various sectors concerning air and water quality, rehabilitation of polluted or disturbed lands, recycling, waste management, mining and milling operations and hazardous substances and waste and dangerous goods storage. It also provides funding for the operation of the Beverage Container Collection and Recycling System which is a province-wide system of depots that collect designated non-refillable beverage containers.

GENERAL CLASSES OR TYPES OF RECORDS

Aquatic Biota: Bacteriological - Community
    Water Test Results
Beverage Containers and Brands Records
Database
Chemical Storage
Clean Air Strategy
Combustion Sources of Air Pollution
Hazardous Substances and Waste and Dangerous
    Goods Storage Facilities
Industrial Sources of Air Pollution
Landfills
Municipal Sewage Works/Treatment
Municipal Waterworks/Treatment
Operator Training
Ozone-depleting Substances Certification
Database
Policy/Guidelines/Directories
Private and Government Works
Recycling
Regional Water Quality
Special Air Quality Studies
Water and Sewage Works (Surface and
    Groundwater Quality)
Water Quality

PERSONAL INFORMATION

Operator Training Database

Location: Environmental Protection Branch **Information Maintained:** Name, address, telephone number, education, courses taken - name, location, date mark (if any), certified education units (if any), mark equivalencies to education, community where employed, certification level (if any) **Uses:** Determine qualifications for Certification of Operators **Users:** Branch and Operator Certification Board **Types of Individuals:** Water and sewage works operators throughout the province

Ozone-depleting Substances Certification Database

Location: Environmental Protection Branch **Information Maintained:** Name, address, company name, business number, home number, fax number, type of work, certification number, exam mark, course location, course date. **Uses:** Provides information on those persons qualified to perform work on equipment containing ozone-depleting substances. **Users:** Regina office staff and ecoregional office staff **Type of Individuals:** Refrigeration and air conditioning service technicians

Registered Waste Generators/Carriers/ Receivers

Location: Environmental Protection Branch **Information Maintained:** Contact names, types of waste, amounts of waste, affiliated companies, insurance requirements, training listings, vehicle licence plates, convictions (if any), permits in other provinces, general correspondence, prosecutions (if any) **Uses:** Branch and department Staff **Type of Individuals:** Registered Wast Generators/Carriers/Receivers

Registered Underground and Above Ground Storage Tank Systems and Warehouses

Location: Enivonmental Protection Branch **Information Maintained:** Contact names, types of storage facilities and hazardous substances stored, amount of hazardous substances, affiliated companies, registration number and approval status, general correspondence **Uses:** Provides information on all registered above and below ground storage tank systems and warehouses **Users:** Branch and department staff **Type of Individuals:** Environmental Protection Branch

Fish & Wildlife Branch

The Wildlife Branch develops, manages, and evaluates policies and programs to sustain and maximize the recreational and economic benefits of wildlife resources in the Province; provides programs and grants for wildlife conservation, habitat protection and enhancement and wildlife damage prevention; develops policies and programs to protect, manage and enhance the fisheries resources of the Province through habitat restoration, fish harvest allocations, and improving the economic performance of fisheries.

GENERAL CLASSES OR TYPES OF RECORDS

Agriculture Wildlife Programs
Aquaculture
Barren-ground Caribou Project
Big Game Damage Prevention
Committees/Councils/Meetings
Delivery of fisheries Programs
Endangered Species
Environmental Impact Assessments
Firearm Safety/Hunter Education
Fish Enhancement
Fish Hatching
Fish Stocking
Fish & Wildlife Development Fund
Fisheries policy and program development
Fisheries research
Forest Program
Fur Administration
Game Population Monitoring
Heritage Marshes
Local Fish Management
Major Projects - Habitat
Northern Fish Inventory
Predator Control - Livestock Management
Regulation and Allocation of Hunting
Sport and Commercial Fishing
Waterfowl Crop Damage Prevention
Wetland Projects
Wildlife Development Fund Lands

PERSONAL INFORMATION

Critical Wildlife Habitat Protection Act

Location: Regina **Information Maintained:** Name, address, land location, acres and lease number **Uses:** Inquiries on land identified as critical wildlife habitat **Users:** Rural Development Department, Other Agencies **Type of Individuals:** All lessees of critical wildlife habitat

Firearm Safety/Hunter Education Program

Location: Regina **Information Maintained:** Name, address, telephone, date graduated **Uses:** Enforcement **Users:** Department staff **Type of Individuals:** Firearm Safety Program graduates

Big Game Draw

Location: Regina **Information Maintained:** Name, address, hospitalization number, number of years applied **Uses:** To determine who receives hunting licenses **Users:** Department staff **Type of Individuals:** People who hunt

Fur Statistics

Location: Regina **Information Maintained:** Name, licence number, species, quality of fur, amount sold for **Uses:** Document for the fur harvest information in Saskatchewan **Users:** Department staff **Type of Individuals:** Trappers

Big Game Damage Prevention

Location: Regina **Information Maintained:** Name, address, date issued **Uses:** Tracking of persons who have permanent ungulate proof fences **Users:** Department staff **Type of Individuals:** Landowners

Commercial Fishing Licences

Location: Regina **Information Maintained:** Name, licence number, location, amount harvested **Uses:** Support fisheries management **Users:** Department staff **Type of Individuals:** Commercial fishermen

Forest Ecosystems Branch

Forest Ecosystems Branch develops and administers ecosystem-based management policies and programs to achieve integrated and sustainable forest management, including planning, resource allocation, reforestation, monitoring and enforcement. The branch promotes economic development of the forest products industry through primary, secondary and value-added processing. A strong relationship is maintained with industry and with the Fire Management and Forest Protection Branch to develop and carry out fire, insect, and disease protection programs.

GENERAL CLASSES OR TYPES OF RECORDS

Agro-forestry Developments
Economic Development Initiatives
Ecological Land Classification
Forest Company Forest Management Plans
Forest Company Operating Plans
Forest Licences (Short Term)
Forest Management Agreements (Long Term)
Forest Monitoring Advisory and Scientific Council Reports
Forest Policy Advisory Council Minutes
Forest Vegetation Inventories
Forestry Practices Impacts Monitoring Data
Growth and Yield Studies
Historical Forest Research Project Files
Insect and Disease Program
Management Plan Reviews and Approvals
Operations and Enforcement Reports
Reforestation/Afforestation Files
Reforestation and Silviculture Treatment Records
Scaling Data
Timber Permits
Wood Flow Data

PERSONAL INFORMATION

Scaling Licences

Location: Forest Ecosystems Branch, Prince Albert **Information Maintained:** Name, address, telephone number, endorsements **Uses:** Tracking of licenced scalers, permit expiry dates and endorsements **Users:** Department personnel, industry, private individuals **Type of Individuals:** Individuals licenced to scale wood in Saskatchewan

Timber Permits

Location: Forest Ecosystems Branch, Prince Albert **Information Maintained:** Name, address, telephone number, quantity harvested, area harvested **Uses:** Tracking of provincial timber harvest outside Forest Management Agreements **Users:** Department personnel **Type of Individuals:** Individuals and companies purchasing timber permits

Parks and Special Places Branch

Parks and Special Places Branch develops, manages and evaluates plans, policies and programs to provide parks and protected lands preservation and quality recreational opportunities for park visitors, provides financial support to the regional parks system and provides maintenance and construction services of park facilities.

GENERAL CLASSES OR TYPES OF RECORDS

Analysis - Visitation Trends
Camping Analysis
Canadian Heritage Rivers Board
Designated Areas
Economic Outlook for Parks
National Parks
Parkland Reserves
Policy, Marketing & Research
Private Investment
Protected Areas
Provincial Parks
Rates and Fees
Regional Parks
South Saskatchewan River Basin Study

PERSONAL INFORMATION

None

Sustainable Land Management Branch

Coordinates land use planning initiatives, administers land use activities and dispositions, develops resource land management policies and manages the department's Treaty Land Entitlement Program.

GENERAL CLASSES OR TYPES OF RECORDS

Crown resource land surface leases and
    easements
Crown park land surface leases and easements
    (excluding commercial leases)
Some provincial forest surface leases
Crown Land Sales
Crown Land Use Policies
Treaty Land Entitlement
Land Use Plans

PERSONAL INFORMATION

Dispositions: Land Inventory Disposition System

Location: Dispositions south of the NAD - Regina; Dispositions in the NAD - Prince Albert; Permits or other short term dispositions - field office **Information Maintained:** Name, address, land location, land use and financial activity **Uses:** track land lease information **Users:** Branch and department staff **Type of Individuals:** Users of Crown land

Treaty Land Entitlement

Location: Sustainable Land Management Branch Regina **Information Maintained:** First Nation name, selection name, area, region and status **Users:** Branch and department staff **Type of Individuals:** Users of Crown land

Land Use Planning

Location: Sustainable Land Management Branch Prince Albert **Information Maintained:** Advisory Board members and who they represent; experts who have provided information to the planning process (example: caribou row fish population expert) **Users:** Branch and department staff **Type of Individuals:** Users of Crown land

PERSONAL INFORMATION

None

Economic Development Branch

The Economic Development Branch is responsible for fulfilling one of the specific department mandates, that is to maximize the economic and social benefits from renewable resources and programs through sustainable practices.

GENERAL CLASSES OR TYPES OF RECORDS

Agro Forestry
Development of a Flax Fibre Industry
Development of Eco-tourism
Enhancement of Commercial Fishing Revenue
Increased Development of Aquaculture Industry
Integrated Water Resource Management
Saskatchewan Environmental Industry Sector Team (SEIST)
Sustainable Development/Expansion of Forest Industry

PERSONAL INFORMATION

None

OPERATIONS DIVISION

Responsible for delivering park, forest, fish, wildlife, resource lands, and environmental programs, including resource conservation, enforcement of resource and environmental regulations, management of park and recreation areas and radio communications. This division consists of Regional Services, Enforcement & Compliance Branch, Fire Management & Forest Protection Branch and five ecoregions (Shield EcoRegion, West Boreal EcoRegion, East Boreal EcoRegion, Grassland EcoRegion, Parkland EcoRegion).

EcoRegions/Regional Services Branch

Coordinate department operational activities ensuring protection of the environment and all resources within departmental jurisdiction; coordinate all aspects of park operations involving the park system.

GENERAL CLASSES OR TYPES OF RECORDS

Files are kept in each ecoregional office for those items relating directly to the ecoregion; some central program and policy files are kept in Regina.

Ecosystem-based Management
Enforcement
Environmental Protection
Policy/Guidelines/Directives
Public Involvement
Renewable Resource Management

Enforcement and Compliance Branch

Provides coordination of conservation, environmental and resource management enforcement.

GENERAL CLASSES OR TYPES OF RECORDS

Conservation Officer training and equipment records
Enforcement
Policy/guidelines/directives

PERSONAL INFORMATION

Resource Intelligence Program

Location: Prince Albert **Information Maintained:** Name, address, date of birth, habitat certificate number, vehicle licence number, telephone number, violation record and prosecution status **Uses:** Enforcement **Users:** Conservation Officers, Crown Prosecutors and other Police agencies **Type of Individuals:** Violators under acts and regulations enforced by the Department

Turn in Poachers (TIP) Program

Location: Prince Albert **Information Maintained:** Name, address, date of birth, fine amount, violation record and prosecution status **Uses:** Enforcement **Users:** Conservation Officers, Crown Prosecutors and other Police agencies **Type of Individuals:** Violators under legislation enforced by the department convicted as a result of the TIP Program

Restricted Hunter Listing

Location: Prince Albert **Information Maintained:** Name, address, date of birth, violation type, and date of conviction and restriction period **Uses:** Enforcement **Users:** Conservation Officers, Crown Prosecutors, other Police agencies **Type of Individuals:** Convicted violators with penalty assessments, restricted hunting or the restricted purchase of hunting licences

Fire Management & Forest Protection Branch

Fire Management & Forest Protection Branch plans and delivers forest fire detection, presuppression and suppression programs; conducts public awareness and education programs; provides for the Province's portion of forest fire suppression on federal land; provides air support for fire suppression.

GENERAL CLASSES OR TYPES OF RECORDS

Air Attack
Aircraft Inventory Control
Aircraft Management
Fire Behaviour Information
Fire Equipment Management
Fire Plans
Fixed Wing Air Tanker Operation
Helicopter Operation
Historical Fire Statistics
Lightning Information
Prescribed Burns
Retardant
Smokey Bear
Weather and Technical Services

PERSONAL INFORMATION

None

COMMUNICATION SERVICES BRANCH

Responsible for strategic communications to position the department to increase environmental stewardship, to ensure quality internal communications and to facilitate public and stakeholder participation in department initiatives.

GENERAL CLASSES OR TYPES OF RECORDS

Media
Meetings
Official Openings and Special Events
Slide and Photographic Library

PERSONAL INFORMATION

List of Contacts

Location: Communication Services Branch **Information Maintained:** Names, addresses **Uses:** Information on department initiatives/ direction **Users:** Branch/department staff **Types of Individuals:** Government employees, urban and rural municipalities, cities, towns, environmental interest groups, school boards, other municipal/provincial/environment departments, some private companies, universities

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Environment and Resource Management
3211 Albert Street
Regina, Saskatchewan S4S 5W6

Telephone: (306) 787-9176
Fax: (306) 787-4292

EXECUTIVE COUNCIL

ADDRESS

Legislative Building
2405 Legislative Drive
Regina, Saskatchewan S4S 0B3

MANDATE

As a central agency, the Department of Executive Council facilitates and communicates decisions of the Executive Council (Cabinet) by providing research, analysis and policy advice to Cabinet and Cabinet committees, coordinating policy development and government communications and managing Cabinet records. It also provides support to the Premier in his roles as Head of Government, Chair of Cabinet and Head of the political party with the mandate to govern.

Office of the Deputy Minister to the Premier

The Office of the Deputy Minister to the Premier provides a co-ordination function between government departments, agencies and Crown corporations and Cabinet. The Deputy Minister to the Premier and Cabinet Secretary co-ordinates the overall government operations and appointments of senior executives for government departments and agencies. The Office is responsible for the administration of the Department of Executive Council.

GENERAL CLASSES OR TYPES OF RECORDS

- Car Allowances
- Code of Ethical Conduct
- Consultants
- Delegations and Organizations
- Executive Resourcing - Expenses
- Government Committees
- Government of Saskatchewan Departments
- Treasury Board Crown Corporations

PERSONAL INFORMATION

- Personnel Files: Associate Deputy Ministers, Deputy Ministers, Special Advisors, Presidents, etc.

Administration and Information Systems Branch

The Administration and Information Systems Branch provides a service and control function for department finances, human resource management, systems development and maintenance, and office space allocation in the Department of Executive Council.

GENERAL CLASSES OR TYPES OF RECORDS

- Department Organization
- Financial Manuals/Correspondence
- Human Resource Manuals/Correspondence
- Information Systems Manuals/Correspondence
- Ministerial Business/Travel Claims

PERSONAL INFORMATION

- Senior Executive Employee/Public Service Commission Files

Cabinet Planning Unit

The Cabinet Planning Unit provides assistance to Cabinet in the development, co-ordination, monitoring and evaluation of short, medium and long-term government plans, policies and strategies for the development of Saskatchewan and the well-being of its residents. The Unit provides research, policy advice, analysis and support services to the Cabinet Committee on Social Development and the Cabinet Committee on the Economy as well as to the Premier and Members of the Executive Council.

GENERAL CLASSES OR TYPES OF RECORDS

- Cabinet and Cabinet Committee Papers
- Department Files
- Economic Intelligence Material
- Federal-Provincial Agreements (Western Economic Partnership Agreements)
- Policy Papers (economic and social)

PERSONAL INFORMATION

None

Cabinet Secretariat

The Cabinet Secretariat is the link between Cabinet and departments, Crown corporations, and government agencies. The Secretariat is responsible for ensuring processes and procedures are in place for Cabinet to make fully-informed policy decisions and to monitor the implementation of its decisions. The Secretariat also ensures that government initiatives are co-ordinated with all affected departments and are developed in accordance with overall government policy. It maintains all Cabinet documents, Orders-in-Council and Regulations and provides support to the Legislative Instruments Committee of Cabinet.

GENERAL CLASSES OR TYPES OF RECORDS

- Cabinet and Cabinet committee meeting agendas, submissions, briefing material, minutes and records of communicated minutes
- Cabinet delegation correspondence and minutes
- Original ministerial, board and commission orders and regulations
- Guidelines to regulatory fairness
- Manual and other guidelines on executive government processes and procedures in Saskatchewan
- Original documents related to appointments of all Cabinet ministers, individuals to act in the stead of permanent heads, contracts of ministerial assistants, and copies of Crown Employment Contracts
- Original orders in council and Lieutenant Governor in Council regulations
- Procedures for swearing in members of the Executive Council
- Procedures for Proclaiming special days, weeks and months of the year

PERSONAL INFORMATION

- Information on agencies, boards and commissions, and advisory committees as authorized by Cabinet and ministers

Communications Coordination Unit

The Communications Coordination Unit provides strategic direction to the communications delivery system in government. It also provides communications counselling to departments, agencies and Crown corporations and has responsibility for administering a fair and equitable process for contracting communications services and printing requirements.

GENERAL CLASSES OR TYPES OF RECORDS

- Branch Administration
- Communications Counselling
- Communications Services Procurement
- Omnibus and General Polling
- Print Procurement

PERSONAL INFORMATION

None

Media Services/Media Relations

Media Services/Media Relations acts as the government's central communications and information agency. Media Services prepares and reviews news releases; is the distribution centre for provincial government news releases; operates the radio and television room for news conferences; and provides co-ordination/ consultative services to departments, agencies, Crown corporations and commissions with respect to the preparation of news releases. It also co-ordinates the day-to-day media relations for the Premier's Office and Members of the Executive Council.

GENERAL CLASSES OR TYPES OF RECORDS

- News Releases and Summaries
- Tapes of Provincial Government News Conferences/Announcements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Executive Council
2405 Legislative Drive
Regina, Saskatchewan S4S 0B3

Telephone: (306) 787-6351
Fax: (306) 787-8338

FARM LAND SECURITY BOARD

ADDRESS

Suite 207 - 3988 Albert Street
Regina, Saskatchewan S4S 3R1

MANDATE

To protect farmers against the loss of their farm land and to ensure the level of farm ownership by non-Saskatchewan residents is in the interests of the province.

ORGANIZATION

The organization is presently comprised of four members on the Board; unit managers for: Home Quarter Protection, Court Reports and Farm Ownership; support staff; and field staff.

The Board:

- administers the process by which lenders prepare to apply for permission to begin foreclosure proceedings against farm land;
- oversees Home Quarter protection with respect to farm mortgages; and
- administers the farm ownership provisions of *The Saskatchewan Farm Security Act* which include making or advising on policy decisions, hearing applications for exemption and extension, recommending amendments to the Act and Regulations, issuing Orders for Divestment, and recommending Court action for violations of the Act's provisions.

GENERAL CLASSES OR TYPES OF RECORDS

Agricultural Corporations Land Acquisitions
Board Minutes
Non-agricultural Corporations Land Acquisitions - applications for exemption and applications for extension
Non-resident Individuals Land Acquisitions - applications for exemption, and computerized land registry
Saskatchewan Farm Security Act Part II - Notices of Intent to Foreclose
Saskatchewan Farm Security Act Part III - Applications to remove Home Quarter Protection

PERSONAL INFORMATION

Non-resident Investigations

Location: Regina **Information Maintained:** Name, address, telephone number, land owned, financial information and correspondence **Uses:** Evaluate land ownership eligibility; determine if approval of application warranted **Users:** Farm Land Security Board and staff **Type of Individuals:** Those residing outside Saskatchewan

Corporation Investigations

Location: Regina **Information Maintained:** Name, address, telephone number, land owned, shares held by directors and shareholders and correspondence **Uses:** Evaluate land ownership eligibility; determine if approval of application warranted **Users:** Farm Land Security Board and staff **Type of Individuals:** Directors and shareholders

Part II Notices
Part III Applications

Locations: Regina **Information Maintained:** Material pretaining to Part II, Part III, name, address, telephone number, land owned, financial information and correspondence **Uses:** Contains permanent record of history of a case; reference purposes **Users:** Farm Land Security Board and staff **Type of Individuals:** Those residing outside Saskatchewan, corporate directors and shareholders

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

FARM TENURE ARBITRATION BOARD

ADDRESS

2nd Floor, 1871 Smith Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Farm Tenure Arbitration Board arbitrates lease disputes between eligible farmers and lenders with respect to the six year Farm Land Leaseback Program established pursuant to the provisions of *The Saskatchewan Farm Security Act.* The Board has the authority to determine commercially reasonable rent, terms and conditions of the applicable leases and to address certain leaseback eligibility issues.

ORGANIZATION

The Board consists of five members appointed by the Lieutenant Governor in Council.

GENERAL CLASSES OR TYPES OF RECORDS

Arbitration Evidence and Decisions
Arbitration Files
Leaseback Information Files
Policy/Procedure Files
Statistics

PERSONAL INFORMATION

Arbitration Files

Location: Farm Tenure Arbitration Board Office **Information Maintained:** Farmer's name, address, telephone number, type of farming operation, rural municipality number, particulars of the farmer's farm land leases and farm land ownership, copies of evidence documents, correspondence, leaseback notices and leases **Uses:** Aids in determining program eligibility, provides a record of the appeal and assists the Board in the arbitration process **Users:** Farm Tenure Arbitration Board and staff **Type of Individuals:** Lenders and farmers involved in the Farm Land Leaseback Program

Leaseback Information Files

Location: Farm Tenure Arbitration Board Office **Information Maintained:** Leaseback notices, leases, correspondence **Uses:** Provides a record of program participants for the purposes of program monitoring and communicating key program requirements and provides a source of data for the program data bank **Users:** Farm Tenure Arbitration Board staff **Type of Individuals:** Lenders and farmers involved in the Farm Land Leaseback Program

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

FINANCE

ADDRESS

2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

The Department of Finance administers various provincial taxes and grant and refund programs; arranges government financing and manages the banking, investment and public debt functions; provides financial and policy analysis to the Treasury Board and Cabinet; develops tax policy alternatives; provides economic forecasting and economic and social statistical data; annually produces the Budget Speech; assists the government and legislature with the responsibility of managing and accounting for public monies; and, manages the government's various pension and benefit plans.

ORGANIZATION

The department is comprised of six divisions:
- -Administration Division, which includes the Deputy Minister's Office
- -Budget Analysis Division, which includes Economic and Fiscal Policy Branch, including the Bureau of Statistics; Taxation and Intergovernmental Affairs Branch and Treasury Board Branch
- -Treasury and Debt Management Division
- -Revenue Division
- -Provincial Comptroller's Division
- -Public Employees' Benefits Agency

ADMINISTRATION DIVISION

The Administration Division is responsible for providing administrative services to the department and several client departments. Services include budgeting, accounting, payroll, human resources, purchasing, accommodations and security. In addition, the division handles the co-ordination of departmental legislation, freedom of information requirements and government-wide employee wage and salary garnishees.

The Administration Division consists of the following branches: Deputy Minister's Office, Communications Branch, Executive Administration, Human Resources Branch, Financial Services Branch, Administrative Services Branch and Systems Support Branch.

The Executive Director acts as the co-ordinator for Freedom of Information and Protection of Privacy legislation as well as legislation officer for the department.

The Division provides selected administrative services to the Department of Executive Council, and the Saskatchewan Municipal Board. Payroll services are provided to a total of sixteen organizations.

GENERAL CLASSES OR TYPES OF RECORDS

Administration Division records contain information relating to general administration and operations as described elsewhere in this directory.

More operational records include:

Acts, Regulations and Orders-in-Council
        proposed, in process and completed
Deputy Minister's general correspondence
Executive Director's general correspondence
The Budget Address Mailing List
The Saskatchewan Economic and Financial
        Position (White Paper) Mailing List
Wage and Salary Garnishees

PERSONAL INFORMATION

Employee Garnishees

Location: Deputy Minister's Office
Information Maintained: Employee name, work address, pay, office, employment status, Notices of Intention to Garnishee, Garnishee Summons,

Revenue Canada Requirements To Pay and Third Party Demands, Maintenance Orders, letters to Saskatchewan Justice and appropriate payroll offices **Uses:** To ensure legality of the garnishee and administer the process **Users:** Deputy Minister's staff and Executive Director of Administration **Type of Individuals:** Mainly government employees but including others upon whom notices are served incorrectly

Budget Address and List

Location: Administrative Services Branch **Information Maintained:** Name, address, number of copies of the document to be mailed **Uses:** Distribution of the publications **Users:** Administrative Services Branch staff **Type of Individuals:** All individuals expressing an interest in having the budget address or white paper mailed to them

BUDGET ANALYSIS DIVISION

The Budget Analysis Division is comprised of three branches providing information and analysis on economic and fiscal issues.

Economic and Fiscal Policy Branch

The primary role of Economic and Fiscal Policy Branch is to provide policy and planning analysis and impact assessment pertaining to economic and fiscal issues. The Branch produces forecasts of the provincial economy, revenues and expenses.

The Management Services unit of the Branch provides consultant services to other Departments and Agencies of Government.

The Bureau of Statistics maintains provincial data bases including economic, social and demographic data.

GENERAL CLASSES OR TYPES OF RECORDS

Records contain information relating to economic and fiscal matters and information received from line departments and agencies outside government, including:

Cabinet Agendas, Submissions and Minutes
Expenditure Forecasts
Financial Reporting and Budget Management
Fiscal Framework
Revenue Forecasts
Saskatchewan Statistics
Treasury Board Minutes

PERSONAL INFORMATION

None

Taxation and Intergovernmental Affairs Branch

The Taxation and Intergovernmental Affairs Branch researches, develops and designs the tax systems, policies and structures of the Government of Saskatchewan and prepares tax options for Treasury Board and Cabinet.

The Branch analyses and prepares policy alternatives on federal-provincial fiscal arrangements, and reviews sharing arrangements in order to determine the optimal use of federal programs and their economic and financial impact.

In addition, the Branch develops provincial policy with respect to other intergovernmental fiscal programs.

GENERAL CLASSES OR TYPES OF RECORDS

Budgets (Saskatchewan, Other Provincial and

Federal)
Conferences, Committees, and Sub-Committees
Corporate and Personal Income Tax Records and Statistics
Federal-Provincial Fiscal Relations
Minister's, MLA's and Premier's correspondence
Aboriginal Issues
Provincial Fees/Charges
Provincial-Municipal Fiscal Relations
Resources
Revenues
Taxes

PERSONAL INFORMATION

Income Tax Remission Orders

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Name and address, amount of and reason for remission, order-in-council number **Uses:** Historical record of remissions granted **Users:** Branch staff **Type of Individuals:** Personal Income Tax Filers

Mailing Lists

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Name and Address **Uses:** Mailing of tax and intergovernmental issues, initiatives and papers **Users:** Branch staff **Type of Individuals:** Ministers and Deputy Ministers of Finance of the federal and provincial governments

Personal Income Tax Records

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Individual and corporate taxpayer information filed with Revenue Canada **Uses:** Verifying the accuracy of provincial tax calculations **Users:** Branch staff **Type of Individuals:** All tax filers of Saskatchewan Income Tax

Treasury Board Branch

The primary role of Treasury Board Branch is to act as staff to Treasury Board, the financial sub-committee of Cabinet. The Branch provides Treasury Board and Cabinet with advice and financial policy analysis in the development and preparation of the annual expenditure budget, interim financial management issues, legislative and regulatory reviews for fiscal and policy implications, produces the annual Estimates and Supplementary Estimates and provides consulting services to departments. Treasury Board Branch consists of two sections: a Budget Review Section and an Operations Section.

GENERAL CLASSES OR TYPES OF RECORDS

Records contain information relating to and including:

Appropriation Files (Special Warrant, Interim Supply, Estimates)
Briefing Notes/Materials
Budget Submissions/Reviews
Cabinet Decision Items, Agendas and Reports
Collective Bargaining Records
Departmental Program Information
Fiscal/Expenditure Forecasts
Legislation/Regulation Reviews
Program Reviews
Position Control Records
Treasury Board/Cabinet Planning
Treasury Board Minutes/Decisions

PERSONAL INFORMATION

None

TREASURY AND DEBT MANAGEMENT DIVISION

This Division is responsible for arranging the financing requirements of the government, crown corporations and other agencies. It manages the provincial debt and provides an investment management service for various funds administered by the government, crown corporations and other agencies. The Division manages the cash position of the General Revenue Fund and reports on the guaranteed debt

of the Province.
These responsibilities are performed by two Branches: Capital Markets Branch and Cash and Debt Management Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Records contain information relating to and including:

Banking activities
Financing activities of the Province
Investment Board records
Management and Administration of the cash position of the General Revenue Fund
Management and administration of the Combined Sinking Funds
Management and administration of Saskatchewan's debt
Record of investments for which the division is custodian and/or administrator
Registrar for Saskatchewan Saving Bonds
Reports of debt guaranteed by the Province

PERSONAL INFORMATION

Fully Registered Debenture Holders

Location: Cash and Debt Management Branch **Information Maintained:** Name, Address, Social Insurance Number and Amount of Debenture **Uses:** Recording liability of the Province to its debenture holders; paying of interest and completing T5's for Income Tax purposes **Users:** Branch Staff **Type of Individuals:** Fully registered debenture holders

REVENUE DIVISION

The Revenue Division administers the following Saskatchewan taxes: Education and Health Tax (sales tax); Fuel tax; Tobacco tax; Liquor Consumption tax; Corporation Capital tax; Fire Prevention tax; Motor Vehicle Insurance Premium tax; Insurance Premium tax and Pari-Mutual tax. It also collects the deposits and environmental handling charge under the Beverage Container Program. In addition, the Revenue Division administers various grant and refund programs such as the Farm Fuel Program.

The Division consists of three branches: Revenue Operations; Audit; and, Revenue Programs.

Revenue Operations Branch

Revenue Operations Branch activities include the licensing of vendors and collectors, provision of information and tax rulings, revenue processing, grants and refunds processing, collections and enforcement and provision of central support services to the Revenue Division.

Audit Branch

Audit Branch is responsible for the audit and investigation of the records of taxpayers and enforcement of the taxing statutes administered by the Revenue Division.

Revenue Programs Branch

Revenue Programs Branch is responsible for interpreting legislation and establishing policies with respect to the various statutes administered by the Revenue Division.

GENERAL CLASSES OR TYPES OF RECORDS

Records contain information relating to and including:

Automated systems for recording all revenue and refunds
Copy of all licence applications, tax returns, remittances and refund application forms

Correspondence file for each business/taxpayer
Processing procedures, policy and audit manuals
Statistical data relating to all revenue and refund programs
Taxroll of all businesses collecting/remitting provincial taxes, categorized by tax program and class of business

PERSONAL INFORMATION

Farm Fuel Program

Location: Revenue Operations Branch **Information Maintained:** name, health services number, address and farm location, phone, tax paid farm fuel, tax exempt personal fuel, and exemption number **Uses:** Verification of eligibility and calculation of benefits **Users:** Farm Fuel Program staff **Type of Individuals:** Farm Fuel Program applicants

PROVINCIAL COMPTROLLER'S DIVISION

The Provincial Comptroller's Division assists the Legislature and the Government in controlling and accounting for the spending of public monies. The Division administers the Government's central expenditure, payroll and revenue systems. It prepares the Government's financial statements and the Public Accounts and develops financial administrative policy for Treasury Board. In addition, the Division audits federal-provincial cost sharing agreement claims.

The Provincial Comptroller's Division consists of four branches: Executive Administration, Internal Audit Branch, Financial Management Branch and Financial Systems Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Records contain information relating to and including:

Audit Working Papers
Budget Preparation Procedures Manual
Federal-Provincial Cost Sharing Agreement
Human Resource System Users Guide
Object Code Manual
Original copy of cashed cheques
Payroll Policy Manual
Policy Manual
Procedures relating to the Government's central financial management systems
Province's expenditure processing and revenue recording system files (includes table of payees and history of payments)
Public Accounts documents
Revenue & Expenditures Procedures Manual
Revenue Source Code Manual
The Financial Administration Manual
The Treasury Board Accounting and Reporting

PERSONAL INFORMATION

Integrated Personnel/Payroll System Files

Location: Systems Branch **Information Maintained:** Current and historical employee personnel and payroll information, current position information **Uses:** Systems programming and security maintenance **Users:** Financial Systems Branch staff **Type of Individuals:** Government and certain Crown corporation/government agency employees

PUBLIC EMPLOYEES' BENEFITS AGENCY (PEBA)

PEBA is responsible to administer a number of public sector pension and benefit plans including:

The Public Service Superannuation Plan
The Public Employees' Superannuation Plan
The Municipal Employees' Superannuation Plan
The Members of the Legislative Assembly Superannuation Plan
The Judges of the Provincial Court Superannuation Plan
The Liquor Board Superannuation Plan

The Saskatchewan Transportation Company Employees Superannuation Plan
The Anti-Tuberculosis League Employees Superannuation Plan
The Workers' Compensation Board Superannuation Plan
The Government of Saskatchewan Group Life Insurance Plan
The Government of Saskatchewan Disability Income Plan
The Public Employees Dental Plan
The Deferred Salary Leave Plan
The Extended Health Care Plans (2)

GENERAL CLASSES OR TYPES OF RECORDS

Actuarial Evaluations
Administration Manuals
Annual Reports
Benefit Plan Documents
Custodial Reports
Financial Statements
Insurance Contracts
Investment Manager Reviews
Investment Performance Reports
Planning and Management Reports

PERSONAL INFORMATION

Pension Administration Systems

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, Social Insurance Number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits **Uses:** To control the collection of contributions and payment of pension benefits **Users:** PEBA staff **Type of Individuals:** Individuals who participate or have participated in the pension plans administered by the agency

Benefit Premium/Claims Reports

Location: Public Employees Benefits Agency **Information Maintained:** Name, Social Insurance Number, salary, premium deduction, volume of insurance coverage **Uses:** To control the collection of insurance premiums and the payment of claims **Users:** PEBA staff **Type of Individuals:** All employees insured under the benefit plans administered by the Public Employees Benefits Agency

ADDRESS OF THE ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

HEALTH

ADDRESS

3475 Albert Street
Regina, Saskatchewan S4S 6X6

MANDATE

The mandate of the Department of Health is to provide leadership and vision for the health system in order to protect and improve the health of Saskatchewan people. The Department, in a variety of partnerships, carries out this mandate by establishing policy direction, setting standards, providing services and funding and supporting district health boards and other health-related organizations.

DEPUTY MINISTER'S OFFICE

The Deputy Minister is the chief executive officer of the Department of Health. The Deputy, supported by the Associate Deputy Minister and Assistant Deputy Ministers, provides overall management of the Department, policy co-ordination and strategic planning.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on department policies and programs, administration of agencies, boards, committees and commissions, their policies and programs.

PERSONAL INFORMATION

None

Acute and Emergency Services Branch

The Acute and Emergency Services Branch provides leadership in defining and implementing a vision for health and a framework for the province's health system. The branch provides leadership and expertise in setting standards, allocating resources and evaluating the health system to ensure that Saskatchewan residents have access to quality acute, emergency and cancer services. The branch provides advice and operational support to health districts, the Saskatchewan Cancer Agency and other health system stakeholders in the areas of acute, emergency and cancer services.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on inquiries and correspondence regarding branch programs; policy, financial information and statistical reports.

All documents filed under the following Acts:
The Ambulance Act and Regulations
The Hospital Standards Act and Regulations
The Saskatchewan Hospitalization Act

Emergency Preparedness and Business Contingency Plans
Emergency Response Systems
Health Centres
Hospitals
Resource Allocation
Saskatchewan Air Ambulance
Saskatchewan Cancer Agency
Standards
Technology Utilization Management

PERSONAL INFORMATION

In-Canada Hospital Inpatient File
Discontinued as of April 1, 1999

Location: District Support Branch **Information Maintained:** For each admission to a major Saskatchewan hospital - patient's health and services number, birth date and gender, postal code, and residence code, hospital number, admitting physician code, dates of admission and discharge, type of discharge, diagnoses (up to 3) procedures and surgeon code (up to 3) **Uses:** Compile statistics; hospital funding, health related research **Users:** Hospital Information Analysts, claims processing staff, authorized researchers **Type of Individuals:** Saskatchewan residents admited to any Canadian hospital and residents of other provinces admitted to Saskatchewan hospitals

In-Province Day Surgery Data
Discontinued as of April 1, 1999.

Locations: District Support Branch **Information Maintained:** Patient's health services number, residence code, date of birth and gender, hospital identifier, procedure code and surgeon identifier **Uses:** Hospital funding and research **Users:** Hospital Information Analysts and authorized researchers **Types of Individuals:** Saskatchewan residents receiving day surgery services from Saskatchewan hospitals

Canadian Institute for Health Information (CIHI) - Discharge Abstract Database

Location: Acute and Emergency Services Branch **Information Maintained:** For each in-patient or day surgery admission to a major Saskatchewan hospital - patient's health services number, birth date, gender and residence code, hospital number, dates of admission and discharge, type of discharge, diagnoses (up to 16), procedures (up to 10) **Uses:** Compile statistics, hospital funding, health research **Users:** Hospital Information Analysts, authorized health researchers **Type of Individuals:** Those admitted to hospitals in Saskatchewan

Reciprocal Outpatient Data

Location: Acute and Emergency Services Branch **Information Maintained:** Patient's health services number, residence code, date of birth, gender, hospital identifier, date of service, type of service code, amount paid **Uses:** Payment of claims for hospital outpatient services, budget planning **Users:** Claims processing staff **Type of Individuals:** Saskatchewan residents receiving outpatient services from hospitals, in other provinces and residents of other provinces receiving outpatient services in Saskatchewan hospitals

Surgical Waiting List Data

Location: Acute and Emergency Services Branch **Information Maintained:** Patient health services number, name, date of birth, gender, hospital and surgeon identifiers, procedure and service codes, booking date and scheduled surgery date **Uses:** Monitoring waiting lists and waiting times for elective surgery **Users:** Hospital Information and Hospital Program Analysts **Type of Individuals:** Those who have appeared on a waiting list for surgical procedures in Saskatoon and Regina hospitals

Senior Citizens Ambulance Assistance Program Claims

Location: Acute and Emergency Services Branch **Information Maintained:** Patient hospital services number, residence code, date of birth, gender, ambulance operator identifier, kilometres travelled, other charges and dollar amount of claim **Uses:** Payment of claims and budget planning **Users:** Claims processing staff **Type of Individuals:** Saskatchewan residents who have qualified for assistance under the Senior Ambulance Assistance Program and who have had a claim submitted on their behalf

Ambulance Patient Care Reports/ Supplementary Patient Care Reports

Location: Acute and Emergency Services Branch **Information Maintained:** Name, age, gender, health services number, residence code, date of birth, ambulance operator identifier, kilometres travelled, charges, type of emergency, treatment given **Uses:** Maintain work log, research and planning of Emergency Medical Services, payment of claims and budget planning **Users:** Saskatchewan Health officials, district health boards, ambulance service operators, ambulance attendants **Type of Individuals:** Patients assessed and/or treated by ambulance attendants and Emergency Medical Technicians

Ambulance Services - Budgets and Grants

Location: Acute and Emergency Services Branch **Information Maintained:** Name, address, financial data and funding formula, budget requests, approval, operating statistics, year-end expenditure statements **Uses:** Ensures adequate distribution and use of provincial funding **Users:** Ambulance Services Consultants and finance sub committee **Type of Individuals:** District Health Boards and operators

Ambulance Attendant Licensing/Registration Registry

Location: Acute and Emergency Services Branch **Information Maintained:** Name, gender, driver's licence number and class code, physician certificate, Saskatchewan Ambulance Services attendant number, date registered, pertinent academic qualifications and renewal date **Uses:** Research and planning related to the development of ambulance services; ensure academic qualifications comply with legislation **Users:** District Health Boards, Saskatchewan Health officials, ambulance attendants, ambulance service operators **Type of Individuals:** All ambulance attendants in Saskatchewan

Ambulance Services - Operator Licensing

Location: Acute and Emergency Services Branch **Information Maintained:** Operator applications, investigation documents or inspection documents/forms, evidence, statements, exhibits, vehicle safety forms, equipment inspection lists, insurance verification, correspondence **Uses:** Document inquiries and complaints; recommendations for legal purposes; licensing; status of operators **Users:** Saskatchewan Health officials, District Health Boards **Type of Individuals:** Licensed operators and staff

Air Ambulance Transfer Files/Nursing Records

Location: Acute and Emergency Services Branch **Information Maintained:** Name, age, gender, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer, flight crew, distance travelled, travelling time **Uses:** Provide physicians with data on patients and their treatment prior to arrival at receiving hospital; compile statistics, invoice patients **Users:** Saskatchewan Health officials, physician, private insurance agencies, air ambulance patients, air ambulance flight crew **Type of Individuals:** Patients using the air ambulance

Communications Branch

The Communications Branch manages all aspects of external and internal communications for the Department. This includes developing and implementing communications plans and programs; producing materials to convey information to various external and internal audiences; handling the Department's media relations function; and managing the correspondence function for the Department. Those responsible for correspondence prepare responses to letters to the Minister of Health or the Associate Minister of Health in conjunction with the appropriate program staff within the Department.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information related to speeches, ministerial correspondence, news releases, media background sessions, brochures, annual reports, educational materials, advertising campaigns, newsletters, news clippings, and the production of informational and/or educational materials required by the Department.

Briefing notes
Correspondence for the Minister and Associate Minister of Health
News releases
News clippings
Polling/Surveys
Production dockets

Publications
Speeches

PERSONAL INFORMATION

None

Community Care Branch

The Community Care Branch was organized April 1, 1996. The Branch is a consolidation of functions performed by the previous Programs Branch and Strategic Programs Branch. The major purpose of the branch is to provide program development and program support related to a broad range of community and institutional programs. The major program areas which fall into the mandate of the branch include: nursing homes, personal care homes, home care, mental health, addiction services, acquired brain injury (neuro trauma) and problem gambling.

Program Development Unit

Primary Purpose:

To provide program development and program support related to a broad range of community and institutional programs, including home care, palliative care, community therapies and rehabilitation, mental health, acquired brain injury, alcohol and drug abuse, problem gambling, personal care homes and special care homes.

Primary Functions of the unit include:

- program development, evaluation and advocacy, program adviser and liaison, establishment and monitoring of the regulatory framework, corporate partnership, case and issue management, contract management, standards development
- involved in a broad range of department working groups and committees

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on inquiries and correspondence regarding branch programs; internal/external committees; other government departments; third party agencies and associations; other jurisdictions; policy, financial information and statistical reports.

Categories of files include:

Behaviour Management
Capital Projects Review
Community Program Initiatives
Disabilities Issues
Family Violence
Fetal Alcohol Syndrome
High Needs Children
Housing and Health
Integrated Case Management
Minimum Data Set (MDS)/Resource Utilization Groups (RUGS)
Rehabilitation Services
Safe Driving Program
Self-Managed Care
Saskatchewan Client Information Profile (SCIP)
Seniors Issues

PERSONAL INFORMATION

None

Program Support Unit - Supportive Services (PSSS)

PSSS is responsible for developing and maintaining long-term care services ranging from community-based support services provided in the home to institutional services. Responsibilities include licensing, monitoring, policies and standards, and providing leadership in managing long-term care.

The Special-Care Homes Program provides institutional, long-term care services to meet the needs of individuals usually having heavy care needs, that cannot appropriately be met in the community. District Health Boards may operate a special-care home directly or through affiliation. Special-care homes may be referred to as nursing homes. Special-care homes provide an environment in which individuals can achieve and maintain as high a level of independence and life satisfaction as possible.

The Home Care Program helps people who need acute, palliative and supportive care to remain independent at home, and to supplement, but not replace, support provided by family and community. The program provides acute, palliative and supportive care services to individuals based on assessed need. Services include nursing, homemaking, meals and minor home maintenance.

The Personal Care Homes Program is responsible for the licensing and monitoring of all privately owned and operated care homes in the province that are not publicly subsidized and not licensed under alternative legislation. Personal care homes provide accommodation, meals, laundry service, and supervision/assistance with personal care to adults not related to the operator. Personal care and health services are determined through assessment by the District Health Board. Individuals do not need to demonstrate a need in order to be admitted to a personal care home. Residents have the same access privileges to home care and health services as other people in the province.

The Unit is also responsible for developing policy regarding palliative care.

Records for the Palliative Care Working Group, Supportive Services Committee, Portability of Services Working Group, Special Care Home Resident Charges Committee, Income-Tested Resident Charge and Home Care Charges are maintained by the Unit.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on inquiries and correspondence regarding branch programs; internal/external committees; other government departments, third party agencies and associations; other jurisdictions; policy and statistical reports.

All documents filed under the following Acts:
The Home Care Act
Housing and Special-Care Home Act, 1978, and Regulations
Personal Care Homes Act, 1991, Regulations, and Licensee's Handbook

Other Documents:

Policy and Procedures Manuals
Information Documents and Pamphlets
Out-of-Province Service Agreements
Community Based Organizations
Private Contracts
Affiliate Organizations/Groups
Special-Care Home Licenses
Personal Care Homes Licenses

PERSONAL INFORMATION

Special-Care Home Admissions: Long Term Care, Temporary Care, Adult Day Care

Location: Community Care Branch
Information Maintained: Facility, location, facility number, name, date of admission, health services number, province if out-of-province, old age security number, social insurance number, date of birth, gender, marital status, current level of care, place of residence prior to admission, type of residence prior to admission, living arrangements prior to admission, services received prior to admission, factors contributing to admission; income information **Uses:** Administration of program, monitoring use of program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Residents admitted to special-care homes, hospitals, health centres, or residents attending adult day programs

Special-Care Home Discharges: Long Term Care, Temporary Care, Adult Day Care

Location: Community Care Branch
Information Maintained: Facility, location, facility number, name, health services number, out-of-province, date of discharge, reason for

discharge, alternative arrangements **Uses:** Administration of program, monitoring use of program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Residents discharged from special-care homes, hospitals, health centres, or residents attending adult day programs

Long-Term Care Level of Care Change

Location: Community Care Branch **Information Maintained:** Facility, location, facility number, name, date of change, health services number, new level of care **Uses:** Administration of program, monitoring use of program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Residents in special-care homes, hospitals, health centres

Adult Day Care - Monthly Attendance Report

Location: Community Care Branch **Information Maintained:** Facility, location, facility number, client name, health services number, gender, marital status, dates of admission and discharge, number of days attended **Uses:** Administration of program, monitoring use of program and future planning. **Users:** Department staff; Health District staff **Type of Individuals:** Clients attending adult day programs

Resident Lists

Location: Community Care Branch **Information Maintained:** Facility number, facility and location, health services number, gender, marital status, admission date, level of care, change date, discharge date, total number of residents in program, total number of residents at period end, resident charge, resident charge effective date, program type **Uses:** For verification purposes **Users:** Department staff; Health District staff **Type of Individuals:** Residents in special-care homes

Home Care Admission

Location: Community Care Branch **Information Maintained:** District name and number, health district identification code, health services number, client name, out-of-province health number and province, file reference code, date of birth, gender, type of admission, hospital discharge information, marital status, living arrangements, type of residence, place of residence, type of care, support rating, level of care, income category, number living on income, subsidy requested, income plans, total monthly income, adjusted monthly income, admission date **Uses:** Monitoring use of the program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Clients admitted to the Home Care Program

Home Care Turn Around Document

Location: Community Care Branch **Information Maintained:** District name, health services number, client name, out-of-province health number and province, file reference code, date of birth, gender, type of admission, hospital discharge information, marital status, living arrangements, type of residence, place of residence, type of care, support rating, level of care, income category, number living on income, subsidy requested, income plans, total monthly income, adjusted monthly income, admission date **Uses:** Monitoring use of the program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Clients change of status in the Home Care Program

Home Care Discharge

Location: Community Care Branch **Information Maintained:** District name and number, client name, health services number, file reference code, out-of-province health number, discharge date, reason for discharge, alternative arrangements **Uses:** For administration purposes, monitoring use of the program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Clients discharged from the Home Care Program

Home Care Service Summary

Location: Community Care Branch **Information Maintained:** Home care district number and name, service month and year, client name, health services number, units of service by service type, monthly totals, total service charge, supply charge **Uses:** Monitoring use of the program and future planning **Users:** Department staff; Health District staff **Type of Individuals:** Clients served

Special-Care Home/Home Care Complaints/ Incidents Reports

Location: Community Care Branch
Information Maintained: Program's clients, client's relatives, physicians' issues, addresses, age, medical concerns **Uses:** Used for monitoring and evaluating the effectiveness of the programs and for reviewing specific complaints and concerns **Users:** Community Care Branch staff **Type of Individuals:** Clients, relatives and physicians and other interested government officials

Personal Care Home Licensee/Operator

Location: Community Care Branch
Information Maintained: Licensee and/or operator name, address and telephone number (personal and business if different); facility information; total number of other people residing in the home; languages spoken other than English; if presently approved under *Mental Health Services Act* or *Residential Services Act;* criminal record check; reference check; formal education; additional training; main responsibilities in home; job experience **Uses:** To ensure licensing criteria are met **Users:** Community Care Branch **Type of Individuals:** Licensee/operators of personal care homes

Personal Care Home Residents

Location: Community Care Branch
Information Maintained: Licensee name and care home address, facility number, client name, date of birth, gender, address, admission date, type of admission, type of residence prior to admission, income source, assessment summary, marital status, living arrangements prior to admission, place of residence prior to admission, specialized care provided by, discharge date, reason for discharge, discharged to, health services number and if out-of-province **Uses:** To ensure resident placement is appropriate **Users:** Health District and Community Care Branch staff **Type of Individuals:** Residents in personal care homes

Personal Care Home Complaint/Incidents Reports

Location: Community Care Branch
Information Maintained: Licensee name and care home address; facility number; resident name; complainant's name; resident's medical and physical/mental condition (if applicable); incident/issue; follow-up by consultants **Uses:** To ensure resident care and safety; investigate complaints/serious incidents **Users:** Community Care Branch staff **Type of Individuals:** Licensees, residents and complainants

Acquired Brain Injury Partnership Project/ Program Support Unit

In 1995, Saskatchewan Health and SGI established a unique partnership related to health promotion, prevention and community-based rehabilitation services for individuals with acquired brain injuries and their families. SGI provides funding and Saskatchewan Health manages the project. The majority of services and projects are funded in co-operation with the Health Districts and community-based organizations.

GENERAL CLASSES OR TYPES OF RECORDS

Operational and program records
Committee information
Funded projects, including contracts and financial statements from the project

PERSONAL INFORMATION

None

Alcohol and Drugs/Program Support Unit

Authority to provide alcohol and drug services was transferred to District Health Boards on April 1, 1995, except for the Metis Addictions Council of Saskatchewan (now called the Metis Health and Addiction Council Saskatchewan Inc.), Calder Centre Adult Residential Program, St. Louis Alcoholism Rehabilitation Centre and the Whitespruce Youth Treatment Centre. In 1996, the Whitespruce youth program was transferred to Calder Centre, and in 1997, both Calder programs (adult and residential) were transferred to the Saskatoon Health District. The Calder programs continue to maintain a provincial focus.

The role of alcohol and drug program support is to build community capacity to deal with alcohol and drug program and prevention needs; to facilitate the provision of high standards and uniform treatment approaches; to facilitate more effective intersectoral work with other governments, human service agencies and community groups; to assist in the removal of barriers to treatment of special needs groups including women, seniors, problem drinkers, ethnic minorities, youth and illicit drug users; to affect the development and maintenance of policies on a wide variety of levels that contribute to the reduction of alchol and drug related harm in Saskatchewan. To enhance alcohol and drug services to Saskatchewan residents through supporting the provision of comprehensive services through local alcohol and drug programs.

GENERAL CLASSES OR TYPES OF RECORDS

Operational and program records:

Briefing Notes
CBO Contracts
Committee Working Files
Correspondence
Policy and Procedure Manuals
Program Funding Files
Service Contracts
Statistical and Research Reports

PERSONAL INFORMATION

Client Patient Files - Alcohol and Drug Services
(Pre April 1, 1995, inactive records)

Location: Community Care Branch
Information Maintained: Name, address, personal characteristics, referral information, client progress charts, contracts, identifying numbers, diagnosis, assessment reports, laboratory results, treatment related information, lists of possessions, trust account information, correspondence **Uses**: to provide and document services **Users**: Clinical staff **Type of Individuals**: SADAC and Saskatchewan Health alcohol and drug clients prior to transfer

Client Information System

Location: Community Care Branch
Information Maintained: Data from client admission/discharge forms which includes demographic, program, personal health number, personal history, admission and discharge dates, facility information **Uses:** Compile service statistics, evaluate client trends, provide data for research studies, and to health districts/other alcohol and drug facilities **Users:** Administrative staff, program officials, CBO administrators, health districts and researchers **Type of Individuals:** All admissions (chemically dependent, substance abusers, family, youth) to alcohol and drug services funded by Saskatchewan Health

Mental Health/Program Support Unit

Authority to provide mental health services was transferred to District Health Boards in 1995. Mental Health Consultants are now part of the Program Support Unit in the Community Care Branch, Saskatchewan Health. Saskatchewan Health's role is to promote and contribute to the enhancement of mental health to Saskatchewan residents through supporting the provision of comprehensive mental health services through local health district programs. Under the authority of the *Mental Health Services Act* the Community Care Branch certifies approved homes and is responsible to appoint individuals who operate local appeal mechanisms designed to protect client/patient rights. Please consult the telephone directory for government and health district telephone numbers and addresses.

GENERAL CLASSES OR TYPES OF RECORDS

CBO Contracts
Contracts with Offical Representatives appointed
    under the *Mental Health Services Act*
Investigations/Correspondence Files
Ministers' Orders for Official Representation and
    Review Panels
Policy and Procedure Manuals
Regulatory Files for Approved Homes
Statistical and Research Reports
Working Files in Support of Mental Health
    Services

PERSONAL INFORMATION

Client/Patient Information System - Mental Health

Location: Community Care Branch and Health Districts **Information Maintained:** Name and health care number, demographic information, previous treatment information, diagnoses, case initiation data, service provision data, administrative information, case termination data **Uses:** Program management, planning and evaluation, program monitoring, caseload management, statistical reporting, research **Users:** Managers, researchers and clinicians **Type of Individuals:** Individuals who receive mental health services within Health Districts

Approved Homes - Mental Health

Location: Community Care Branch and Health Districts **Information Maintained:** Names and addresses of operators, approved occupancy, approval and renewal dates, exceptions, inspection certificates, correspondence **Uses:** Licensing of Approved Homes **Users:** Clinicians and agencies placing clients in community residential settings **Type of Individuals:** Approved home operators

Psychiatric Nurses Academic Records

Location: Community Care Branch and Saskatchewan Hospital, North Battleford **Information Maintained:** Details of education **Uses:** To confirm psychiatric nursing training **Users:** Persons wishing to have details of their training confirmed **Type of Individuals:** Persons trained as psychiatric nurses in schools associated with the Saskatchewan Hospitals in Weyburn and North Battleford between 1949 and 1972

Problem Gambling Services/ Program Support Unit

Problem gambling prevention, education and treatment services were first established in May of 1994 under the Alcohol and Drug Services Branch. A separate Problem Gambling Services Unit was established in April 1995. The Problem Gambling Services Unit is responsible for the co-ordination of problem gambling prevention, education and treatment services in the province. The unit provides facilitative, consultative and program development services in the area of problem gambling. Services are provided in partnership with health districts, the gaming industry, and community based organizations such as the Canadian Mental Health Association (CMHA) and Mobile Crisis Services in Saskatoon, Prince Albert and Regina.

The role of the Problem Gambling Services Unit is to enhance the capacity of communities to deal with problem gambling prevention and education; to establish clinical standards of treatment; to work with other government departments, health districts, the gaming industry, human service agencies and community groups; and to work with special needs groups such as women, seniors, adolescents and First Nations people to reduce the harm associated with problem gambling and risk taking.

GENERAL CLASSES OR TYPES OF RECORDS

CBO Contracts
Committee Working Files
Policy and Procedure Manuals
Service Contracts
Statistical and Research Reports

PERSONAL INFORMATION

Client Patient Files - Alcohol and Drug Services
(Pre April 1, 1995 inactive records)

Location: Community Care Branch **Information Maintained:** Name, address, personal characteristics, referral information, client progress notes, contracts, identifying numbers, diagnosis, assessment reports, treatment related information, correspondence **Uses:** To provide and document services **Users:** Clinical staff **Type of Individuals:** Saskatchewan Health problem gambling clients, clients prior to transfer

Client Information System - Alcohol and Drug Services

Location: Community Care Branch **Information Maintained:** Data from client admission/discharge forms which includes demographic, program personal health number, personal history, admission and discharge dates, facility information **Uses:** Compile service statistics, evaluate client trends, provide data for research studies, health district planning and program development, supports the program development needs of stakeholder community based human service organizations **Users:** Administrative staff, program officials, CBO administrators, health districts and researchers **Type of Individuals:** All outpatient admissions to health district treatment programs and all Saskatchewan resident admissions to out-of-province in-patient treatment programs (problem gamblers and their collateral)

Corporate Information and Technology Branch

The Corporate Information and Technology Branch co-ordinates the development of the department's information databases and technology. It supports the department's programs by providing user support, network, database management and technology advisory services. The branch also co-ordinates the development of information standards, the collection of health service data from districts, and provides for health system management and planning purposes.

GENERAL CLASSES OR TYPES OF RECORDS

Computer Inventory - Hardware and Software
Data Administration
Information Standards
Information Technology Committees and Agencies
Information Technology Contracts and Payments
Network and User Support
Statistical Information Requests
Systems Development Projects

PERSONAL INFORMATION

None

District Management Services Branch

The District Management Services Branch is the Department's primary link with health districts in supporting them to operationalize health renewal in the province. The Branch provides consultation and support to district health boards and their management staff including community development and strategic program planning, accountability and reporting, financial management, capital development, funding and facilities planning, and health district governance. The Branch also provides consultation and support to community clinics.

Records for the Advisory Committee on Institutional Pharmacy Practice are retained by the Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on program and facilities planning, accountability, reporting, governance, inquiries and correspondence.

Documents filed under *The Health Districts Act.*

Community Clinics
District Health Boards
Electronic Database Facility Profiles
Equipment Approval Requests
Facility Plans
Functional Programs
Project Administration
Provincial Health Care Agencies
Third Party Agencies

PERSONAL INFORMATION

Mailing Lists

Location: District Management Services Branch **Information Maintained:** Name, address, telephone and fax numbers, position, title and health district of all individuals on the mailing lists **Uses:** To circulate general information and correspondence **Users:** Saskatchewan Health Officials **Type of Individuals:** Health district CEO's, management and board chairpersons; community clinic administrators; and health facilities

Drug Plan and Extended Benefits Branch

The Drug Plan and Extended Benefits Branch administers the Saskatchewan Prescription Drug Plan, Supplementary Health Program, Family Health Benefits Program and the Saskatchewan Aids to Independant Living.

The drug plan makes prescribed drugs more accessible and affordable to residents, while ensuring quality, availability and therapeutic cost-efficiency. It also develops resources designed to encourage the appropriate use of drugs.

The Saskatchewan Formulary serves as the list of products eligible for coverage. The Saskatchewan Formulary Committee, supported by the Drug Quality Assessment Committee, provides advice to the Minister of Health in the compilation and maintenance of the Formulary.

Records for the Saskatchewan Formulary Committee and Drug Quality Assessment Committee are retained by the Branch.

Supplementary and Family Health Benefit Programs

These two programs provide payment of accounts for non-insured health services to people nominated for coverage by Saskatchewan Social Services and provide certain supplementary health benefits for certain lower income working parents and their children.

Saskatchewan Aids To Independent Living (SAIL)

This program provides appliances and special needs equipment on loan without charge for all Saskatchewan residents, and approved drugs and supplies at no cost for approved beneficiaries. This program also provides to residents with particular disabling conditions, home caregiver and related equipment for residents who meet the medical criteria for home caregiver therapy, and shares the cost or provides by law, respiratory equipment for eligible beneficiaries.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on Drug Plan and Extended Benefits program delivery, program administration policy and procedures, supplementary benefits coverage, payments, drug use information and studies, committee meeting agendas and minutes, tendering and contracts, program statistics and finance, and audits.

Applications and approval of benefits
Audit reports
Claims computer system documentation and testing
Claims on behalf of eligible beneficiaries
Claims submitted and payment reports
Consumer correspondence
Contracts and correspondence
Dental Care Act and Regulations
Drug studies
Equipment and funding requisitions
Family Health Benefits
Federal and Provincial government correspondence
Manufacturing documentation, product information, published and non-published clinical reports
Non-Government Organization Correspondence and Agreements
Other jurisdiction correspondence and reports
Pamphlets and educational bulletin
Patient, Pharmacy, and Physician profiles
Payment lists, vouchers, payment appeals, and cancelled claims advisories
Reports concerning product quality and adverse reaction
Saskatchewan Assistance Plan/Supplementary Health
Saskatchewan Formulary
Tenders and price quotes

PERSONAL INFORMATION

Prescription Drug Pharmacy and Family Claims

Location: Drug Plan and Extended Benefits Branch **Information Maintained**: Name, address, gender, birthdate, marital status, health coverage, Personal Health Number, drug name and quantity/form/strength dispensed, prescribing doctor, dispensing pharmacy, family composition, amount spent for drugs, special medical conditions, and special approved drugs **Uses**: To determine the level of payment made by the government for each prescription; to establish a data base for management information, professional internal and external drug use studies; to encourage rational drug use, and to provide data for the profile release program and for patient care in certain hospitals **Users**: Drug Plan and Extended Benefits Branch employees; industry and outside research agencies (e.g. universities, regulatory agencies, other government agencies) have access only to limited non-identifying data, subject to rigid policies **Type of Individuals**: All Saskatchewan Health Beneficiaries

Criteria Based Coverage (e.g. Exception Drug Status, Palliative Care, Special Support)

Location: Drug Plan and Extended Benefits Branch **Information Maintained**: Applications from physicians including name, address, gender, birthdate, marital status, health coverage, Personal Health Number, drugs used, prescribing doctor, medical conditions, and special approved drugs. Applications from beneficiaries declaring family income **Uses**: To assess the need for special drugs coverage or additional government financial benefits, and for special support to reduce the consumer portion of total prescription cost **Users**: Drug Plan and Extended Benefits Branch **Type of Individuals**: Saskatchewan residents and applicant physicians/pharmacists

Drug Use Review

Location: Drug Plan and Extended Benefits Branch **Information Maintained:** Patient profiles produced from Claims System including name, address, drug name and quantity/form/strength dispensed, dispensing pharmacy, prescribing doctor, summary of total prescriptions for a specific time period. Files also contain copies of related correspondence for the request. **Uses:** To monitor the use of drugs by specific individuals **Users:** Drug Plan and Extended Benefits Branch employees; attending physicians, pharmacies and regulatory agencies **Type of Individuals:** Saskatchewan residents for whom profiles have been requested or generated

Supplementary and Family Health Program

Location: Drug Plan and Extended Benefits Branch **Information Maintained:** Name, Health Services Number, age, gender, claim history **Uses:** Claims assessment and payment, statistical information and respond to inquiry **Users:** Drug Plan and Extended Benefits Branch employees, professional associations **Type of Individuals:** Persons receiving supplementary health services

Saskatchewan Aids to Independent Living (SAIL)

Beneficiary Files

Location: Drug Plan and Extended Benefits Branch **Information Maintained:** Name, address, age, sex, next of kin, Health Services Card number, medical history and description, requisitioner identification, social situation, letters of acceptance, special needs equipment services, special equipment and medical supply orders, grant payments/reimbursements and correspondence between department officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics and inventory record-keeping **Users:** SAIL staff **Type of Individuals:** Paraplegia, Cystic Fibrosis, Renal Disease, Disabled Children, Congenital Anomaly, Hemophilia and Ostomy Program registrants

SAIL Home Respiratory Files

Location: Drug Plan and Extended Benefits Branch **Information Maintained:** Name, address, age, sex, Health Services Card number, medical history and description, requisitioner identification, therapy instructions, letters of acceptance, equipment services, oxygen utilization data, oxygen payments, renewals for coverage, correspondence between department officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics, payment records and inventory record-keeping **Users:** SAIL staff **Type of Individuals:** Home respiratory and home oxygen registrants

Special Needs Equipment Beneficiary Files

Location: Saskatchewan Abilities Council **Information Maintained:** Name, address, age, sex, Health Services Card number, medical history, requisitioner identification, equipment services and correspondence between departmental or Sask. Abilities Council officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics and inventory record-keeping **Users:** SAIL and Sask. Abilities Council staff **Type of Individuals:** Special Needs Equipment loan registrants

Aids to the Blind Beneficiary Files

Location: Drug Plan and Extended Benefits Branch and Canadian National Institute for the Blind (CNIB) **Information Maintained:** Name, address, age, sex, Health Services Card number, visual acuity, prescriber identification, equipment services and correspondence between departmental officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics and inventory record-keeping **Users:** SAIL and CNIB staff **Type of Individuals:** Aids to the Blind program registrants

Finance and Management Services Branch

The Finance and Management Services Branch provides centralized management support services to department programs in the areas of budgeting and forecasting, accounting and payments, records management, contracts, auditing and property management.

GENERAL CLASSES OR TYPES OF RECORDS

Financial Records
Returns to the Legislature

Signing Authorities

PERSONAL INFORMATION

None

Vital Statistics

Vital Statistics registers births, marriages, deaths, stillbirths, divorces, adoptions and name-changes and issues certificates of birth, death, marriage, and name-change as legal proof of the event. It also publishes extensive statistical information for other agencies and for the public.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the *Vital Statistics Act* and the *Change of Name Act.*

Applications and letters requesting certificates or searches from the public, government, non-government and law enforcement agencies
Correspondence/reports from division registrars
Documentation with respect to events that cannot be registered
Judges' orders or authorization by Minister of Health
Correspondence requesting statistical data
Requests for release of information for research or special studies
Correspondence/documentation with respect to legislation, regulations, policy, and procedures
Correspondence with Statistics Canada regarding the sharing of vital event data for producing national statistics
Supporting documents including registrations, change of name applications, statutory declarations, acknowledgements of paternity, baptismal records, court documents, census and school records, burial permits, church records

PERSONAL INFORMATION

Birth Registrations

Location: Vital Statistics **Information Maintained:** Registration data on new-born children and their parents **Uses:** To provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** New-born children and their parents

Marriage Registrations

Location: Vital Statistics **Information Maintained:** Personal particulars of those who are united in marriage **Uses:** To provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** Parties to the marriage, along with name of person solemnizing the marriage

Death Registrations

Location: Vital Statistics **Information Maintained:** Personal data on deceased person, disposition data, medical certificate of death data **Uses:** To provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** Deceased persons, their next-of-kin, and physician or coroner certifying the death

Stillbirth Registrations

Location: Vital Statistics **Information Maintained:** Personal data on stillborn fetus and parents, disposition data, medical certificate of death data **Uses:** To provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** Parents of stillborn children and physician or coroner certifying the stillbirth

Change of Name Registrations

Location: Vital Statistics **Information Maintained:** Previous and new name of individuals undergoing legal changes of name

Uses: To provide legal documentation, statistical reporting **Users:** Public and other government and non-government agencies **Type of Individuals:** Individuals who have made legal changes to their name

Divorce Registrations

Location: Vital Statistics **Information Maintained:** Names of couples who are divorced, date of divorce, and judicial centre at which the divorce was granted **Uses:** Documentation, statistical **Users:** Vital Statistics, public **Type of Individuals:** Those who have been divorced in Saskatchewan

Declarations of Nullity of Marriage

Location: Vital Statistics **Information Maintained:** Names of couple whose marriage is being annulled, date of annulment, and judicial centre at which annulment was granted **Uses:** Documentation, statistical **Users:** Vital Statistics, public **Type of Individuals:** Individuals whose marriages have been annulled

Adoption Registrations

Location: Vital Statistics **Information Maintained:** Pre-adoption and post-adoption personal information **Uses:** To amend birth records, statistical purposes **Users:** Vital Statistics **Type of Individuals:** Adoptees and parents (former and present), child

Human Resources Branch

The Human Resources Branch provides comprehensive human resource, organizational development and leadership to health sector human resource planning and initiatives.

GENERAL CLASSES OR TYPES OF RECORDS

Department Position Files
Employment Equity Files
Health Sector Human Resource Files
Labour Relations Files
Provincial Bursary Information Files

PERSONAL INFORMATION

Personnel Files and Records

Location: Human Resources Branch **Information Maintained:** Employee name and address, seniority, attendance, salaries, benefits, learning and development records **Uses:** To maintain historical and present records **Users:** Human Resources Branch staff and Saskatchewan Health managers and employees **Type of Individuals:** Health employees

Bursary Program

Location: Human Resources Branch **Information Maintained:** Recipient name and address, record of financial assistance received and scholastic and employment record **Uses:** To maintain bursary program and monitor student service commitment **Users:** Human Resources Branch **Type of Individuals:** Saskatchewan Health bursary recipients

Medical Services and Health Registration Branch

The Medical Services and Health Registration Branch manages the Medical Care Insurance Plan and the Health Registration process.

GENERAL CLASSES OR TYPES OF RECORDS

Records for the Quality Assurance Committees of the College of Physicians and Surgeons of Saskatchewan are retained by this branch.

Claims Assessment & Processing
Computer Systems - Documentation
Direction and administration of Health Insurance
Fee Negotiations
Health Insurance Bulletins (Practitioners)
Medical Care Insurance Act
Medical Care Insurance Regulations

Medical Claims - Assessment
Out-of-Province/Out-of-Country Claims Policy and Procedures
Payment for Out-of-Province Services
Payment Schedule (insured services)
Payment Systems (health insurance claims, children's dental Payment Verification Systems Reports)
Physician/Practitioners Review
Practitioner Claims - Payment Processing Policy
Practitioner Statistical Information and Reports (program, reciprocal billing, reconciliation)
Regulations
Benefit Saskatchewan Professional Health Organizations
Systems Development and Operations
Systems Security

PERSONAL INFORMATION

Correspondence/Files

Location: Medical Services and Health Registration Branch **Information Maintained:** Name, Health Services Number, age, gender, address, inquiries, court orders, subpoenas, decisions and recommendations **Uses:** Respond to inquiries, statistical information **Users:** Medical Services and Health Registration Branch staff, members of the general public **Type of Individuals:** Persons receiving insured medical services

Legal Requests for Insured Service Information

Location: Medical Services and Health Registration Branch **Information Maintained:** Name, Health Services number, age, gender, address, claims history, legal opinions, court orders, subpoenas **Uses:** Respond to court orders, subpoenas, requests from insured persons and their legal representative, provide statistics **Users:** Medical Services and Health Registration Branch staff, Legal System (solicitors, police), personal requests by insured persons, Workers' Compensation Board and Saskatchewan Government Insurance **Type of Individuals:** Persons receiving insured medical services

Reciprocal Billing of Medical Claims

Location: Medical Services and Health Registration Branch **Information Maintained:** Physicians' Saskatchewan Health plan number; referring physicians' Saskatchewan Health plan number; patients provincial registration number, name, date of birth and gender; payment schedule code; amount submitted and amount approved; diagnosis; date of service; microfilm number; clinic number; location of service; and adjustment details **Uses:** Assess and pay medical claims for services provided in Saskatchewan to non residents **Users:** Medical Services and Health Registration Branch staff, authorized personnel from other provinces, Saskatchewan residents receiving health care in other provinces and out-of-province residents receiving health care in Saskatchewan **Type of Individuals:** Saskatchewan residents receiving medical care in other provinces and other provincial residents receiving medical care in Saskatchewan

Correspondence/Files - Physicians & Practitioners

Location: Medical Services and Health Registration Branch **Information Maintained:** Name, address, inquiries, physician/practitioners insurance registration number, address and telephone number **Uses:** Respond to inquiries **Users:** Medical Services and Health Registration Branch staff, Medical Assessment Boards, other authorized agencies **Type of Individuals:** Physicians/practitioners requesting or making claims for payment or whose practices are under review by the Department of Health

Medical Claims Reference Files

Location: Medical Services and Health Registration Branch **Information Maintained:** Health Services Number, patient's names, date of birth, gender, insured service history, fees, reasons for adjustments, practitioner's registration number, referring physician's registration number, and claims number **Uses:** Assess and pay claims, confirm claims for payment, monitor physician's/practitioner's billing, generate claims-verification letters, provide statistics and analysis, identify abnormal service patterns, investigate allegations of fraud, and respond to inquiries **Users:** Medical Services and Health Registration Branch staff, Medical Review Committees, Professional Associations of Providers of Services and Medical Assessment Boards **Type of Individuals:** Persons claiming payment for the insured medical services and providers of service, e.g. physicians

Health Care Practitioner Register

Location: Medical Services and Health Registration Branch **Information Maintained:** Name, Health Services Number, address, gender, professional qualifications, speciality and licensing information with effective dates and practitioner's date of birth **Uses:** Confirm entitlement, determine manner in which fees are to be paid, generate mailing information, monitor practitioners' billing, identify practitioner for payment recovery purposes, produce lists of registered practitioners, respond to inquiries, provide statistics **Users:** Medical Services and Health Registration Branch staff **Type of Individuals:** Practitioners in Saskatchewan who are registered to practice in the province

Accounts Receivable for Insured Medical Services

Location: Medical Services and Health Registration Branch **Information Maintained:** Name, address, overpayment background, reassessment decisions **Uses:** Recover overpayment **Users:** Medical Services and Health Registration Branch staff, Legal services staff **Type of Individuals:** Practitioners receiving payment for insured medical services provided and persons who receive reimbursement when billed directly for insured services

Contracts

Location: Medical Services and Health Registration Branch **Information Maintained:** Contract terms and payment **Uses:** Ensure payment, ensure adherence to terms of agreements **Users:** Medical Services and Health Registration Branch staff **Type of Individuals:** Practitioners and vendors who have entered into a contract for providing services/equipment, etc.

Children Dental Program

Location: Medical Services and Health Registration Branch **Information Maintained:** Name, Health Services Number, age, gender, claim history **Uses:** Respond to inquiry, claim payment statistical records **Users:** Medical Services and Health Registration Branch staff, College of Dental Surgeons of Saskatchewan **Type of Individuals:** Children eligible for and receiving dental services covered by the program

Out of Canada Medical Claims

Location: Medical Services and Health Registration Branch **Information Maintained:** Health Services Number, name, date of birth, age, gender, diagnosis, date of service, amount submitted and approved amount, location of service **Uses:** Claims assessment and payment, respond to inquiry, and statistical information **Users:** Medical Services and Health Registration Branch staff, Saskatchewan residents, authorized insurance carriers **Type of Individuals:** Persons receiving insured medical services outside Canada

Workers' Compensation Board/Department of Veterans Affairs

Location: Medical Services and Health Registration Branch **Information Maintained:** Health Services Number, name, age, gender, claims history, Workers' Compensation Board coverage information/Department of Veterans' Affairs coverage information **Uses:** Recover costs for insured services from other Government departments, answer inquiries, provide statistics, respond to inquiries, assess and pay claims **Users:** Medical Services and Health Registration Branch staff, Workers' Compensation Board and Department of Veterans' Affairs staff **Type of Individuals:** Persons who receive medical benefits under the Workers' Compensation program and the Veterans' Affairs program

Saskatchewan Cancer Foundation/Sexually Transmitted Disease Claim Records

Location: Medical Services and Health Registration Branch **Information Maintained:** Health Services Number, name, age, gender, claim history, Saskatchewan Cancer Foundation registration information **Uses:** Claims assessment and payment on an agent basis, respond to inquiries, cost recovery from other Government departments, provide statistics **Users:** Medical Services and Health Registration Branch staff, Saskatchewan Cancer Foundation staff and authorized department staff **Type of Individuals:** Persons who receive medical coverage under the Saskatchewan Cancer Foundation or the Sexually Transmitted Disease program and for whom the Medical Services and Health Registration Branch processes claims on their behalf

Health Registration registers Saskatchewan residents for health services, issues Saskatchewan health services cards and maintains the provincial health registry. It also provides information for administering numerous provincial government programs.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on individual beneficiaries, original application form, copies of correspondence and other related registration information.

Portions of all of the above information may be located at any one or all of the Health Insurance Registration regional offices. Consult the Government telephone directory for addresses.

PERSONAL INFORMATION

Health Insurance Registration File (Computerized)

Locations: Health Insurance Registration **Information Maintained:** Full name, address, date of birth, gender, marital status, Health Services Number, family unit members, family number, former family unit, level of Supplementary Health benefits, effective and expiry dates of benefits, copies of personal identification document, eg. former province health card, driver's licence, birth certificate, passport, Canada visa, Indian Registration card, photo ID, etc., occupation, employer and personal reference **Uses:** To clearly identify individuals within the Health Insurance Registration File (HIRF), determine residency and entitlement of benefits **Users:** Saskatchewan Health Branches, Health and Welfare Canada, Saskatchewan Cancer Foundation, Saskatchewan Social Services, Health Insurance Registration agencies, providers of insured health services **Type of Individuals:** Saskatchewan residents who are Saskatchewan Health beneficiaries

Policy and Planning Branch

The Policy and Planning Branch provides leadership, co-ordination, consultation and support services in the development of plans, policies and legislation contributing to the health of Saskatchewan people. Key activities include providing advice and executive support to the Minister's and Deputy Minister's office and providing leadership, support and policy advice on a range of matters including:

- aboriginal health issues;
- Freedom of Information access requests;
- information management policy for the department and other health stakeholders;
- intraprovincial, interprovincial, federal and international health issues and relations;
- health sector human resources issues;
- legislation and regulation development, cabinet information and decision items;
- provincial health research funding.

GENERAL CLASSES OR TYPES OF RECORDS

Briefing materials
Correspondence
Legislation and policy development files
Speeches
Working files including agendas and minutes for

departmental, interdepartmental and intergovernmental working groups, committees, and health sector advisory committees

PERSONAL INFORMATION

Agency Data Forms

Location: Policy and Planning Branch **Information maintained:** Name, job title or occupation, position on board, home address and telephone number, business address and telephone number, home constituency, date(s) of appointment to boards and expiry date of appointment, remuneration, gender, target group represented (e.g. senior citizen, disabled), organization represented (e.g. College of Medicine), Social Insurance Number **Uses:** To process expenses **Users:** Legislation Officer; Finance and Management Services Branch; program branches responsible for compiling the information and holding meetings **Type of Individuals:** Members of boards and committees established by legislation and appointed by Minister's Order or by Lieutenant Governor in Council

Population Health Branch

The mission of Population Health Branch is to improve the health of the population of Saskatchewan by positively influencing the determinants of health. The Branch initiates, co-ordinates and encourages collaborative actions that support research and evaluation, that promote and protect health, and that prevent disease and injury. The Branch also has responsibility for managing the Provincial Government's role with respect to the blood supply system.

The branch includes the Chief Medical Health Officer and four units: the Communicable Disease Control Unit; the Disease Prevention and Health Protection Unit; the Epidemiology, Research and Evaluation Unit; and the Health Promotion Unit.

Communicable Disease Control Unit

The unit collects and analyzes statistics on the incidence of communicable disease in the province and distributes vaccines and medications to treat sexually transmitted diseases, T.B. and for post-exposure prophylaxis to reduce the risk of HIV infection from occupational and sexual assault exposures. The unit is also responsible for the TB Clinics, which manage the Tuberculosis Control Program, including identification, treatment, monitoring, education and prevention.

Disease Prevention and Health Protection Unit

The objective of public health services is to prevent disease and disability and to protect health. These services include public health inspection, dental health education, nutrition counselling and public health nursing. Services are provided by District Health Boards.

Epidemiology, Research and Evaluation Unit

This unit provides direction and advice to the Department, health districts and a variety of health organizations and agencies on policies and strategies that will lead to a healthier population and a wellness-oriented health system.

The research services section promotes and applies the use of Saskatchewan's health databases as a resource for pharmacoepidemiology and other population-based research. The section also provides consultation regarding use of the databases for research. It facilitates and conducts research studies using the databases under contract with external researchers on a cost recovery basis.

Health Promotion Unit

The unit collaborates with internal and external partners to provide support to the development of program models and strategies designed to address environmental, organization and individual factors that impact on the health and well-being of Saskatchewan residents. Health districts are the unit's primary clients, receiving consultative services, health information, materials and resource support on a variety of health issues.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:
The Dental Therapists Act
The Registered Nurses Act
The Public Health Act

Client Records
Communicable Diseases and Epidemiology
Data on Specific Medical conditions in Selected Areas of the Province
Data from Specific Research Studies
Educational Materials
External Committees
Federal/Provincial/Territorial Conferences/ Working Groups on blood, blood products and blood system related issues
General Program Information
HIV Data - non-nominal
Inter-Provincial Correspondence
Mortality/Morbidity on Selected Non-Communicable and Chronic Disabling Conditions
Non-government Organizations
Operation/Program Statistics
Operational and Committee Reports
Public Health Inspection Files
Regulatory and guideline information on the following facilities or activities:

- Public eating establishments
- Plumbing/sewage disposal
- Sanitation
- Personal service facilities
- Swim pools/water theme facilities
- Public accommodations
- Milk pasteurization plants
- Public health appeals
- Food processing, slaughter houses
- Private water

Research Inventory/Support
Statistics Canada - Reports of Notifiable Diseases
Statistical Information

PERSONAL INFORMATION

Food Safety Handlers Courses

Location: Saskatchewan Health and district offices **Information Maintained**: Name, social insurance number, address, phone number, occupation, area of employment, level, examination date, examination mark **Uses**: To monitor public health status of the facility to ensure compliance with regulations **Users**: Public Health Inspectors, Medical Health Officers, clerical staff, operators/owners of facilities **Type of Individuals:** Attendants of food safety handlers courses

Pharmacoepidemiology Project Files

Location: Population Health Branch **Information Maintained:** Project specific records of linked personal health data **Uses:** Scientific Research **Users:** Authorized government employees. Others, such as researchers, receive only aggregated data, or small, anonymized data sets. **Type of Individuals:** Persons having received health services for which electronic records are maintained

Sexually Transmitted Diseases, AIDS & other Communicable Diseases except HIV - Cases;

Location: Communicable Disease Control Unit, PHB **Information Maintained:** Name, address, age, gender, patient history related to infection, laboratory results, treatment. **Uses:** Ensure treatment of cases and contacts, trace and notify transmitted disease cases and contacts, compile statistics, monitor disease trends **Users:** Medical Health Officers, physicians, Sexually Transmitted Disease nurses **Type of Individuals:** Persons having been diagnosed with sexually transmitted diseases

Swimming Pool Operators Courses

Location: Saskatchewan Health and district offices **Information Maintained**: Name, address, certificate number, pool address, examination results, average, level **Uses**: To monitor public health status of the facility **Users**: Public Health Inspectors, Medical Health Officers, clerical staff, operators/owners of facilities **Type of Individuals**: Attendants of swimming pool operators courses

Tuberculosis Register & Index of Active Patients, Notification of New Active or Reactivated Cases

Location: TB Control, University of Saskatchewan **Information Maintained:** Name, address, gender, marital status, occupation, Health Services Number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin **Uses:** Provide a complete roster of identified tuberculosis patients in Saskatchewan; provide information to physicians on previous treatment and stage of disease; update register; provide statistics to Statistics Canada **Users:** Medical Health Officers, Medical Services Branch, Public Health Nurses **Type of Individuals:** All previous and current cases and contacts including reactivated cases

Utilization of Blood/Blood Products

Location: Population Health Branch **Information Maintained:** Name, address of individuals who health districts have reported as having received blood and blood products between 1978 and 1996 and the name of the products, quantities and the dates of administration and the location (as reported by health districts).

Voyager Library System

Location: University of Regina **Information Maintained:** Name, department, patron identification, status i.e. staff, student, others, address, phone number **Uses:** Signing out library material, locating ovedue books, reserving books **Users:** Department of Health Library staff **Type of Individuals:** All patrons of Saskatchewan Health Library

Primary Health Services Branch

The Primary Health Services Branch provides development expertise, leadership, co-ordination, consultation, evalution and support to primary health service sites in Saskatchewan. The branch works with Medical Services Plan and District Management Services Branch in providing assistance to health districts in operationalizing the sites.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information, inquires and correspondence regarding primary health service sites; internal and external committees; third party agencies and associations; policy and financial information; and statistical information.

Briefing Materials/Concept Papers
Correspondence
Working files for site development
Working files for advisory committees, working groups and third party agencies involved in primary health services
Inter-provincial material
Contract Agreements
Primary Care Nurse Registry
Program Development
Evaluation Framework
Health Professions

PERSONAL INFORMATION

Primary Health Services Monitoring and Recall System (PHS MARS)

Location: Primary Health Services Branch **Information Maintained:** Demographic and service information related to patient/client encounter. (Housed in Corporate Information and Technology Branch) **Uses:** Tracking and

monitoring client specific health conditions by providers of health services (family physician)
Users: Physcians and designated health providers at specific primary health service sites

Provincial Laboratory Branch

The Provincial Laboratory is the direct responsibility of the Department of Health and is the only public health laboratory providing public health and reference services for the province of Saskatchewan. *The Public Health Act* and associated regulations provide the Department of Health with the authority to carry out public health functions in the province.

The role is to provide an effective, accurate, timely public health laboratory service that responds to the needs and requirements of all provincial public health jurisdictions, linked to the health districts by a courier and an electronic data system. The Provincial Laboratory provides reference laboratory services for Public Health microbiology, water analysis and complex chemistry testing for the Province of Saskatchewan.

Microbiology Laboratoy. In Public Health, microbiology analysis performed on specimens from across the province serve a dual purpose:

1. Provide physicians with results that aid in the diagnosis and treatment of their patients; and
2. Provide population health surveillance data of infectious diseases that allows early detection of outbreaks and timely public health intervention.

Chemistry Laboratory. In the chemistry section, the Provincial Laboratory provides three levels of service:

1. For chemistry tests, such as urine catecholamines, the Provincial Laboratory is the only lab in Saskatchewan performing the test. This also includes province wide screening programs such as testing heelstick bloods of all infants for treatable inherited metabolic diseases.
2. Offering service for health districts outside Saskatoon and Regina Health Districts. For example, thyroid function tests from such centres as North Battleford and Prince Albert.
3. The third function is to refer those tests that are not performed at the provincial Laboratory to: (i) Regina Health District Laboratory, (ii) the Saskatoon Health District Laboratory, or (iii) reference laboratories out of province.

Environmental Laboratory. In the water analysis area, the testing focuses on environmental monitoring by providing:

1. analytical testing services to clients by carrying out a wide variety of water quality testing. This service is provided to Public Health Inspectors in the Health Districts as well as the general public.
2. annual mercury analysis program in fish.
3. water analysis to SERM and municipalities under the municipal analysis program (MAP) for treated water supplies.

Besides working together with Population Health Branch, the Provincial Laboratory provides laboratory consultant services to Medical Health Officers and physicians on public health, clinical and environmental health issues. In addition, the Provincial Laboratory collaborates with the Federal Reference Laboratory in Winnipeg in such areas as DNA fingerprinting, and surveillance of antimicrobial resistance, invasive streptococcus pneumonia and influenza.

GENERAL CLASSES OR TYPES OF RECORDS

Internal Quality Control Records
Laboratory Workbooks/Worksheets
Test Requisitions/Result Reports
Water Analysis Reports

PERSONAL INFORMATION

Clinical Laboratory Test Results

Location: Provincial Laboratory Branch **Information Maintained:** Name and address of patient, name and address of physician, age and gender of patient, Health Services Number, test(s) performed and test(s) result **Uses:** Diagnosis of disease; monitoring and review of the incidence of disease in the province; screening for the presence of disease; identification of viruses and bacteria that cause disease in humans; determining cause of death, monitoring vaccine immunization **Users:** Physicians and other health professionals **Type of Individuals:** Persons for whom specimens have been provided to the laboratory for clinical analysis

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information & Privacy
Administrative Co-ordinator
Health
3475 Albert Street
Regina, Saskatchewan S4S 6X6

Telephone: (306) 787-3160
Fax: (306) 787-2974

HIGHWAY TRAFFIC BOARD

ADDRESS

4th Floor, SGI Building
2260 - 11th Avenue
Regina, Saskatchewan S4P 2N7

ORGANIZATION

The Highway Traffic Board is established under *The Highway Traffic Act*. It is comprised of the Chair and members from the community at large, who may or may not be public servants.

The Board has established two committees to do most of the work of the Board. The Motor Carrier Committee (comprised mostly of Board Members) meets regularly to review applications for operating authority certificates under *The Motor Carrier Act* or business licences under *The Motor Vehicle Transport Act, 1987*. The Committee also fixes rates and conditions of carriage for holders of these certificates or licences.

The Traffic Safety Committee (comprised mostly of Board Members) hears appeals from drivers regarding decisions made by SGI under *The Vehicle Administration Act*. The Board also reviews and judges applications for restricted driver's licences.

GENERAL CLASSES OR TYPES OF RECORDS

The Highway Traffic Board is also responsible for monitoring all commercial carriers for their compliance with transport safety in conjunction with the National Safety Code of Canada. The Compliance Review Program's mandate is to encourage carriers to improve their performance on-road through education and consultation. Carriers who do not comply with the regulations will go through the Compliance Review Program which could result in fines levied by the Board or the possibility of the carrier losing the right to operate in Saskatchewan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Highways and Transportation
4th Floor, SGI Building
2260 - 11th Avenue
Regina, Saskatchewan S4P 2N7

Telephone: (306) 775-6661
Fax: (306) 775-6618

HIGHWAYS AND TRANSPORTATION

ADDRESS

1855 Victoria Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

Highways and Transportation is responsible for matters relating to highways and transportation including formulation of policies and programs to develop improved transportation systems throughout the province, constructing, improving and maintaining public highways, municipal roads, bridges, ferries, and provincial airports; initiating research and investigating matters related to transportation services and facilities; and administering airport assistance programs. It is also responsible for developing and administering regulations with respect to vehicle weights and dimensions and signing on, or adjacent to, provincial highways; enforcement of safety, economic and weight dimension rules for the road transportation industry by investigation of selected weigh scale operation and highway patrol. Responsibilities include developing standards for constructing, improving and maintaining public highways.

ORGANIZATION

The department's head office is located in Regina. Program delivery is carried out through two divisions. In addition to the head office, there are three regional offices, several area maintenance offices and numerous weigh scale and patrol detachments located throughout the province.

DEPUTY MINISTER

The Deputy Minister is responsible for the overall administration, supervision and co-ordination of the department's activities. The Communication and Public Relations Branch reports to the Deputy Minister and is responsible for external and internal communication of programs, policies and the department's mission.

Human Resource Branch also reports to the Deputy Minister and is responsible for staffing; personnel management and training.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on department management, strategic planning, computer systems and the provision of information to the general public.

Public Information (media, maps, public meetings, advertising and an inventory of available publications)
Slides/negatives and exhibits/displays (various department related subjects)
Strategy development and policy planning
Studies on management and organization, social, economic and technological developments

OPERATIONS DIVISION

The Operations Division carries out the design, construction, materials, and maintenance services for the provincial highway system. It is also responsible for all transport compliance activities. The division operates through three regional offices in Regina, Saskatoon and Prince Albert. Each region includes several area and section offices.

Division activities delivered through the regions include highway maintenance, snow and ice removal; right of way management; equipment fleet repair and the provision of engineering and planning services and advice to local governments.

Through two engineering offices in Regina and Saskatoon the division activities include highway design and construction, including bridges; technical research; and testing services for the department.

Through the Operations Support Branch in Regina the division has responsibility for trucking programs, technology development, trucking policy support, land management and acquisitions services, municipal planning, capital programming and project management support services.

The Transport Compliance Branch operates through five area offices to enforce a broad range of acts and regulations relating to the safe operation of vehicles, drivers, truck weight and dimensions.

The division also operates and maintains 13 cable ferries situated along the Saskatchewan river system.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on design, construction, materials, procurement, maintenance and bridge structures, ferries, use of the provincial highway system and municipal road system. Information related to research, planning and contract specifications. Information related to provincial highway and acquisition, public highway land registration and management of ownership of public highway land. Information on contracts and equipment fleet.

Aerial photography
Air transportation policies and programs
Assistance schedules
Bridge files (including design, construction and maintenance)
Bridge plans
Bulk commodity transportation
Bulk transportation programs
Bus transportation policies
Capital program planning (annual and five year construction programs for highways and airports)
Community airport assistance
Control section information
Control section map and correspondence files
Construction contracts and agreements
Construction policy and practice
Construction tenders, plans, schedules and reports
Cooperative research including Strategic Highway Research Program, Canadian Strategic Highway Research Program (C-SHRP)
Correspondence with outside organizations related to highway engineering functions (including Transportation Association of Canada, Western Association of Canadian Highway Officials, Roadbuilders Association and Coordinating Committee on Traffic Safety)
Damage claims/complaints
Drainage and related structures
Drainage claims/complaints
Environmental and heritage project approvals
Equipment fleet - general
Equipment fleet (power, sundry and shop); management system; rental rates; specifications, requisitions, tenders and sales
Functional design studies
Geometric design standards
Gravel resource information
Highway Hotline
Highway inventory system
Highway sign inventory
Highway system classification
Legal survey plans of public highways and provincial highway public improvements
Lighting inventory/installation
Long combination vehicle policies and programs
Maintenance of highways: policies, practices and cost analysis and management reviews
Maintenance programs
Maps - highway and municipal roads; various types
Materials procurement
Materials and geotechnical research
Materials specifications
Materials testing
Mobile radio telephones
Municipal roads - programs
Municipal roads - planning and correspondence
Municipal roads - policy and regulations, traffic studies and statistics, traffic safety
National safety code
National transportation policies
Pavement - inventory (construction log); management information; marking; quality control; rehabilitation program
Physical distribution and transportation/logistics
Preventive maintenance program
Provincial airports (operation and maintenance)

Provincial highway planning
Provincial highway and public highway land management and land ownership records of consents, permits, leases, easements, caveats, encroachments, road closures, road abandonments, utility line crossings, registrations, disposals, duplicate certificates of title, survey record books and manual and electronic index systems of survey plans and roadway files
Provincial highway land records of purchase, dedication, damage settlement, appraisal, negotiation, claims, payment, expropriation and arbitration
Private signing
Project authorizations
Roadside management and permits (including access control, subdivision, signing and setback distances)
Sign support plans
Site investigations
Statistics; construction and maintenance costs and quantities
Subdivision reviews
Surface condition testing
Test track research
Timber transportation policies and programs
Traffic counts
Transportation research
Vehicle standards, specifications, inspections and investigations
Weight and dimension: permits, policies and regulations
Wood box culverts

PERSONAL INFORMATION

None

POLICY ADMINISTRATION DIVISION

The Policy and Administration Division is responsible for developing strategic transportation policies for the Province. The division co-ordinates efforts to deal with intermodal and multimodal issues; and assesses the environmental impact of transportation policy. It also provides central administration, financial management, central computer services and geographical information services to the department.

Finance and Administration Branch and ITS are responsible for payment processing; management and administrative systems; financial management; planning and budgeting.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information related to the development of policy for the transportation system. Subjects covered include air, marine, rail, road and pipeline information for both passengers and freight. Also contains information related to motor vehicle safety, transportation services, enforcement, safety and transportation regulation initiatives.

Branch line abandonment
Correspondence with outside organizations relating to division functions
Grain transportation issues
Intermodal terminals
Policy, legal opinions, development and implementation of legislation and regulations
Rail line abandonment
Rail transportation policies
Railway engineering and operating policies and programs; and standards
Survey, research and studies
Transportation systems designs and studies
Transportation technology development

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Highways and Transportation
11th Floor, 1855 Victoria Avenue
REGINA, Saskatchewan S4P 3V7

Telephone: (306) 787-4796
Fax: (306)787-8700

INTERGOVERNMENTAL AND ABORIGINAL AFFAIRS

ADDRESS

10th Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

MANDATE

To promote Saskatchewan's interests through the management of the Province's relations with other governments, in Canada and abroad, and to work with Aboriginal peoples in the Province and their organizations, to develop and implement policies and program which advance our common interests. The Department also coordinates and manages matters related to official protocol, provincial millennium and centennial events, Government House, French language services and provides administrative service to the Office of the Lieutenant Governor.

ORGANIZATION

The Department is organized into three divisions: Intergovernmental Affairs; Aboriginal Affairs; and Provincial Secretary.

GENERAL CLASSES OR TYPES OF RECORDS

Constitutional issues
Federal-Provincial issues
Interprovincial issues
International issues
Trade Policy issues

Agreements
- Interprovincial, Federal-Provincial, International Agreements
- Saskatchewan-Jilin (China) Friendship Agreement
- Saskatchewan Ukraine Memorandum of Cooperation

Committees
- Advisory Committee on Saskatchewan-Ukraine Relations

Conferences
- Annual Premiers' Conferences
- First Ministers' Conferences
- Western Premiers' Conferences

Grants
- Canadian Intergovernmental Conference Secretariat
- Saskatchewan Council for International Cooperation

PERSONAL INFORMATION

None

Intergovernmental Affairs

This division consists of the following branches: Federal-Provincial Relations; International Relations; Constitutional Relations and Trade Policy.

The Division supports the Minister and the Premier at all Canadian intergovernmental and international meetings. It supports the development, coordination and implementation of the Province's intergovernmental activities and policies.

Aboriginal Affairs

This Division consists of the following branches: Policy and Operations and Indian Land and Resources.

The Division develops and coordinates government policies with respect to First Nations and Metis peoples. It manages and provides funding for provincial obligations pursuant to Treaty Land Entitlement Agreements. It also supports special initiatives with Aboriginal organizations and promotes and facilitates

Aboriginal employment opportunities across the public and private sectors.

GENERAL CLASSES OR TYPES OF RECORDS

Aboriginal self-government issues
Aboriginal land and resources issues
Aboriginal employment development
Correspondence with bands,
Aboriginal organizations,
Saskatchewan departments and other governments
Socio-economic issues
Treaty land entitlement

PERSONAL INFORMATION

None

Provincial Secretary

This Division consists of the following: Lieutenant Governor's Office; Office of French-Language Coordination; Protocol; Government House and Anniversaries Secretariat.

- Citizens' Advisory Council on Anniversaries
- Honours Advisory Council
- Government House Management Committee

GENERAL CLASSES OR TYPES OF RECORDS

Committees
- Anniversaries Committee of Senior Officials

Protocol Office
- Legislative Building Galleries and Art Collection
- Flag policies
- Gift policies
- Forms of Address
- National/Provincial Honours recognition
- Official visits
- Royal and vice-regal visits
- Saskatchewan Order of Merit/Volunteer Medal
- Saskatchewan Distinguished Service Award
- Seminars/publications on protocol
- Special events

Office of French-Language Coordination
- French-Language policy coordination
- French-Language referral information on government programs and services
- Liaison between government departments
- Liaison with Francophone communities
- Translation services
- Terminology research

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Intergovernmental and Aboriginal Affairs
10th Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1640
Fax: (306) 787-1987

JUSTICE

ADDRESS

1874 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Department of Justice is to promote safe communities, social and economic order and just relations by:

- providing legal and policy services for government;
- providing mechanisms for resolving differences;
- fostering understanding and ownership of the justice system;
- ensuring appropriate enforcement of the law;
- creating an environment for rehabilitation;
- providing a framework for commercial transactions;
- promoting crime prevention; and
- working co-operatively to address adverse conditions that bring people into contact with the justice system.

The Minister of Justice is ex-officio the Attorney General and has the responsibilities traditionally associated with that office.

A number of boards and commissions report to the Minister of Justice and receive varying levels of administrative and policy support from Saskatchewan Justice:

- Agricultural Implements Board;
- Co-operative Securities Board;
- Farm Land Security Board;
- Farm Tenure Arbitration Board;
- Film Classification Appeal Committee;
- Film Classification Board;
- Human Rights Commission;
- Law Reform Commission;
- Office of the Rentalsman;
- Provincial Mediation Board;
- Public and Private Rights Board;
- Public Disclosure Committee;
- Saskatchewan Legal Aid Commission;
- Saskatchewan Police Commission;
- Saskatchewan Police Complaints Investigator;
- Saskatchewan Securities Commission; and,
- Surface Rights Arbitration Board.

Saskatchewan Justice is also the central government agency responsible for the overall administration of *The Freedom of Information and Protection of Privacy Act*.

ORGANIZATION

Justice is organized into seven divisions that report to the Deputy Minister and Deputy Attorney General: Registry Services, Finance and Administration, Public Law, Community Justice, Civil Law, Corrections and Public Prosecutions.

DEPUTY MINISTER'S OFFICE

The Deputy Minister is the chief executive officer of the Department of Justice and the Deputy Attorney General. The Branch is responsible for the overall administration and co-ordination of Justice policies and programs.

GENERAL CLASSES OR TYPES OF RECORDS

See Divisions for specific records.

PERSONAL INFORMATION

None

Communications and Public Education Branch

The Communications and Public Education Branch provides strategic communications planning and central support resources necessary for the Department to successfully achieve its mission, vision, core strategies and objectives.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising and Funding approvals
News Releases

PERSONAL INFORMATION

None

Policy, Planning & Evaluation Branch

The Policy, Planning and Evaluation Branch provides central program support services with special emphasis on criminal and youth law, family law and Aboriginal justice issues. Activities within the Branch focus on strategic planning, policy analysis, program development and program analysis and evaluation. Branch staff represent the Department on various provincial committees including those concerning family violence and children's issues and on a number of federal-provincial committees related to criminal and family law, and interjurisdictional issues. The Branch administers the Department's library service and provides consultation and briefing on operational and policy issues to senior management on an ongoing basis. The Branch also provides legal services for government on young offenders and international child abduction matters.

GENERAL CLASSES OR TYPES OF RECORDS

Research and reference materials on specific topics. Statistical and analytical information related to justice activities:

Aboriginal Justice Issues and Projects
Corrections
Courts
Crime Prevention
Criminal Law - Adult and Young Offender
Family Law
Family Violence/Children's Issues
Gender Equality
Legal Aid
Legal Advisory Services
Mediation
Policing
Public Legal Education
Substance Abuse
Victims

PERSONAL INFORMATION

International Child Abduction

Location: Policy, Planning and Evaluation Branch **Information Maintained:** Child and parents names, dates of birth, addresses, telephone numbers and files/records of court and enforcement proceedings **Uses:** Facilitate international enforcement of custody and access orders **Users:** Policy, Planning and Evaluation Branch and national, international and provincial contacts plus parents and their counsel **Types of Individuals:** parents and children subject to custody and access orders

REGISTRY SERVICES DIVISION

The Registry Services Division provides services to the public for the registration of interests in personal property, interests of minors and the mentally incompetent, civil and criminal legal actions, corporations, partnerships, co-operatives, non-profit corporations and credit unions. The Division also provides support services for the Superior and Provincial Courts and enforcement services for legal judgments and maintenance orders. The division includes Court Services, Personal Property Registry, Public Trustee, Corporations, Maintenance Enforcement and Mediation Services.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the administration of Court Services, Personal Property Registry, Public Trustee, Corporations, Maintenance Enforcement and Mediation Services. See branches for specific records.

PERSONAL INFORMATION

None

Court Services Branch

Court Services provides administrative guidance and management support to the three levels of court in the Province: the Court of Appeal, the Court of Queen's Bench and Provincial Court. In addition, Court Services is responsible for the administration of *The Marriage Act, The Commissioners for Oaths Act, The Notaries Public Act*, and *The Justice of the Peace Act.*

The principal responsibilities of the branch include financial management, budget preparation, revenue and expenditure forecasting related to the operation of the courts. The central office provides services related to the Acts previously listed.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:

The Notaries Public Act
The Commissioners for Oaths Act
The Marriage Act

General Correspondence Files with Judges
Justice of the Peace Appointment Files and Returns
Policies/Procedures Files

PERSONAL INFORMATION

Notary Public Appointments

Location: Court Services **Information Maintained:** Name, address, birth date, phone number, details of appointment **Uses:** Information necessary to appoint individuals as Notary Public **Users:** Court Services and general public **Type of Individuals:** Persons having received appointment as a Notary Public

Commissioner for Oaths Appointments

Location: Court Services **Information Maintained:** Name, address, birth date, phone number, details of appointment **Uses:** Information necessary to appoint individuals as Commissioner for Oaths **Users:** Court Services and general public **Type of Individuals:** Persons having received appointments as Commissioner for Oaths

Marriage Act Registrations

Location: Court Services **Information Maintained:** Name, address of appointed marriage commissioners, name listing of all clergy registered to perform marriages in the province, original marriage licenses of all marriages performed in Saskatchewan **Uses:** Information necessary to appoint clergy and civil marriage commissioners. Names and addresses of individuals married in Saskatchewan for archival purposes. **Users:** Court Services staff and general public **Type of Individuals:** Clergy, civil marriage commissioners, married people

Justice of the Peace Appointments

Location: Court Services **Information Maintained:** Name, address, birth date and personal information relating to all appointed Justices of the Peace in Saskatchewan **Uses:** Information necessary to appoint an individual as a Justice of the Peace **Users:** Court Services staff, police (RCMP and municipal) **Type of Individuals:** Individuals appointed as Justices of the Peace

Registry/Sheriff Offices

There are local registrar/sheriff offices located throughout the province.

Each registry office contains documents relating to civil and criminal proceedings in the Court of Queen's Bench and appeals from Provincial Court. Each sheriff's office contains information relating to the enforcement of civil judgments and other court orders as well as jury summons and jury lists.

GENERAL CLASSES OR TYPES OF RECORDS

Criminal matters including dispositions and indictments
Estate matters - Court of Queen's Bench
Matrimonial and family law matters including custody/access orders for children, divorces and matrimonial property division applications
Civil litigation including statements of claim and defence, counter claim, notices of motion, final judgments
Enforcement orders including garnishment documents, garage keepers liens, writs of execution, replevin and possession
Process/service documents including summonses, subpoenas, notices of motion

PERSONAL INFORMATION

Criminal Matters

Location: Local registrar/sheriff offices **Information maintained:** Name of accused person, nature of offence, details relating to indictments, record of court appearances, final disposition including probation orders, warrants of committal **Uses:** Relating to the hearing of criminal charges against individuals at Queen's Bench **Users:** prosecutors, defence counsel, judges, court staff **Types of Individuals:** individuals charged with criminal offences who proceed to or through Queen's Bench Court

Estate Matters

Location: Local registrar/sheriff offices **Information maintained:** Name and address of deceased and personal representative, material relating to testamentary matters and issuance of grants of probate and administration **Users:** Administration of estate matters **Users:** executors, lawyers, judges, court staff **Types of Individuals:** deceased persons whose land or property is processed through Surrogate Court

Matrimonial and Family Matters

Location: Local registrar offices and Family Law Division, Saskatoon **Information maintained:** information relating to court orders, maintenance agreements, proceedings involving children and youth including final orders of custody and access, proceedings pursuant to *The Divorce Act* including final judgments of divorce **Uses:** Information respecting applications and matters before the court involving matrimonial or family law **Users:** lawyers, judges, court staff, parties to actions at Family Law Division, Court of Queen's Bench **Types of Individuals:** persons proceeding through Court of Queen's Bench on matters relating to matrimonial property, custody/ access of children, maintenance and support payments and divorces

Civil Litigation Matters

Location: Local registrar/sheriff offices **Information maintained:** Names of parties to civil litigation, details of statements of claim, defence and counterclaim relating to particular civil disputes, information relating to final judgments of the Court of Queen's Bench **Uses:** Litigation of civil disputes through Queen's Bench **Users:** lawyers, litigants, judges, public, credit agencies **Types of Iindividuals:** individuals and corporations who litigate disputes at the Court of Queen's Bench

Enforcement Orders

Location: Local sheriff offices **Information maintained:** Names of debtor, names of writ holders, nature of writs of execution, replevin or possession, information relating to debtor asset investigation and subsequent seizure or sale, information relating to garage keepers' liens **Uses:** information pertaining to the enforcement of Queen's Bench civil judgments **Users:** public, lawyers, litigants, court staff **Types of Individuals:** individuals wishing to enforce Queen's Bench civil judgments

Process/service of documents

Location: Local sheriff offices **Information maintained:** Names and address of party to be served, name of serving party, nature of document (e.g.. summons, notice of motion), information relating to service or attempted service **Uses:** To serve court documents or process **Users:** litigants, court staff, public **Types of Individuals:** parties seeking to serve documents pursuant to Queen's Bench process

Provincial Court Offices

The Provincial Court is a court of first appearance in criminal matters which adjudicates on provincial and municipal offences. The court exercises both civil and criminal jurisdiction through the *Small Claims Act*, Criminal Code and the *Young Offenders Act*. It should be noted that the *Young Offenders Act* contains provisions respecting disclosure.

There are Provincial Court offices located throughout the province.

In addition, there is a Traffic Safety Court in Regina and Saskatoon that handles traffic violations and provincial statutes matters, excluding parking offences.

GENERAL CLASSES OR TYPES OF RECORDS

Final orders or dispositions including probation orders and warrants of committal informations, summary offence tickets, release documents including undertakings to appear, recognizances, statements of claim, supporting information at Small Claims Court

PERSONAL INFORMATION

Criminal files

Location: All Provincial Court and Traffic Safety Court offices **Information maintained:** Names of accused, nature of charge in information or ticket, record of court appearance, final disposition and sentence imposed, details of probation orders **Uses:** Record for court proceedings where criminal charges are laid and proceeded with **Users:** prosecutors, defence counsel, court staff, judges and police **Type of Individuals:** Persons proceeding through criminal court

Small Claims Matters

Location: Local offices **Information maintained:** Name of plaintiff, name of defendant, nature of claim, nature of counterclaim, service documents, record of court appearances, final judgments/orders **Uses:** Court of record for civil suit where total claimed is under $5,000 and pursuant to *The Small Claims Act*. **Users:** litigants, court staff, judges **Types of Individuals:** Persons who litigate civil disputes pursuant to provisions of *The Small Claims Act*

Personal Property Registry Branch

The Personal Property Registry provides a notice filing system where a secured party (seller, lending institution, garage keeper, execution creditor) may register a financing statement indicating an interest in the personal property of a debtor (buyer, person borrowing money, owner of a motor vehicle repaired by a garage, or execution debtor).

The Personal Property Registry also provides an enquiry system where a person intending to purchase personal property or to lend money on the security of personal property can request a search of available information registered against an individual or business, or against certain serial numbered property (motor vehicle, mobile home, trailer or airplane).

GENERAL CLASSES OR TYPES OF RECORDS

Listing of those interests in personal property.

PERSONAL INFORMATION

Debtor Information

Location: Personal Property Registry **Information Maintained:** Name and address of debtor, name and address of creditor, nature of debt and security for debt **Uses:** To determine whether a person owes a debt or has given security over property **Users:** Public **Type of Individuals:** Persons who have a debt against them or have given security

Public Trustee Branch

The major purpose of the Office of the Public Trustee is to administer the property of persons who are legally incompetent to handle their own estates, either by reason of mental disability, or being under the age of 18, where no one else has been appointed by the Court. The Public Trustee also performs the function of Official Administrator where there is no one else willing or able to handle this function.

GENERAL CLASSES OR TYPES OF RECORDS

Dependent Adults
Escheat Estates
Infants
Official Administrators

PERSONAL INFORMATION

Guardianship Appointments (current)

Location: Public Trustee **Information Maintained:** Name of dependent adult, name of guardian appointed, type of guardianship, date of appointment **Uses:** Information Bank to check for guardianship orders on individuals who are incapable of handling their own affairs **Users:** Law firms and general public **Type of Individuals:** Guardians appointed by the Courts

Dependent Adult Files

Location: Public Trustee **Information Maintained:** Material relating to the administration of clients financial affairs **Uses:** Administration of clients financial affairs **Users:** Public Trustee Office **Type of Individuals:** People certified incompetent to handle their own affairs

Infants Files

Location: Public Trustee **Information Maintained:** Material relating to the administration of infants' trust funds or the protection of their property rights **Uses:** Administration of trust funds **Users:** Public Trustee's Office **Type of Individuals:** Infants

Official Administrator Files

Location: Public Trustee **Information Maintained:** Material relating to the administration of estates **Uses:** to administer the estates of deceased persons **Users:** Public Trustee's Office and estate beneficiaries **Type of Individuals:** Persons who have an interest in an estate

Corporations Branch

The Corporations Branch incorporates Saskatchewan business corporations and registers extra-provincial corporations qualifying them to carry on business in Saskatchewan. It also incorporates non-profit corporations, co-operatives, credit unions, and registers business names of sole proprietorship and partnerships. Lists of the membership of Professional Associations and the bylaws of all such associations are kept by this Branch. Registrations are received under *The Names of*

Homes Act.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:

The Business Corporations Act
The Business Names Registration Act
The Co-operatives Act, 1989 (except Part XIX)
The Companies Act
The Companies Winding Up Act
The Credit Union Act, 1985 (except Part XVIII)
The Libel and Slander Act
The Names of Homes Act
The Non-profit Corporations Act
The Partnership Act

Application for registration of business names, i.e. sole proprietorship, partnerships, limited partnerships and names of homes
Charter documents of a corporation, including Articles of Incorporation, Continuance, Amendment and Amalgamation for business and non-profit corporations, co-operatives and credit unions
Names and addresses of shareholders, directors, sole proprietors, partners and powers of attorney
Notices of change of directors and registered offices
Registered addresses of businesses, non-profit corporations, co-operatives and credit unions

PERSONAL INFORMATION

Ownership

Location: Corporation Branch **Information Maintained:** names and addresses of directors, shareholders, sole proprietors, partners and powers of attorney **Uses:** to provide ownership of businesses, non-profit corporations, co-operatives and credit unions to clients **Users:** law firms, financial institutions, other government departments, law enforcement officers, general public **Type of Individuals:** same as users

Maintenance Enforcement Branch

Maintenance Enforcement assists people to collect child and spousal maintenance (support) payments. The branch also disburses payments for men and women who pay voluntarily but do not want to deal with the other party or want a tax receipt at year end.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under *The Enforcement of Maintenance Orders Act*

PERSONAL INFORMATION

Clients of Maintenance Enforcement Office

Location: Maintenance Enforcement Office **Information Maintained:** Personal information relating to client court orders, maintenance agreements, affidavits of arrears of payments, general personal information **Uses:** Personal data necessary to enforce court maintenance and orders **Users:** Maintenance Enforcement Staff **Type of Individuals:** Clients with maintenance orders and written agreements requiring enforcement

Mediation Services Branch

Since the branch's inception in September 1988, Mediation Services has provided mediation and facilitation services province-wide in a number of different areas.

Farmer/lender mediation is conducted when a creditor either files a Notice of Intention to foreclose as per *The Saskatchewan Farm Security Act* or makes an application to the court to take possession of some farm equipment and the court adjourns the matter to allow for mediation.

Mediation is also provided to interested parties on a fee-for-service basis in the following areas:

a) Family Law - Mediation is provided by way of a court order or by the mutual consent of the parties involved. Disputes generally centre around custody, access, child and/or spousal maintenance, division of marital assets/debt, and estate issues.
b) Farm-related Disputes - Farmers and lenders have access to mediation without need to serve a Notice of Intention to Foreclose in situations where both parties so agree.
c) Civil Law - Disputes in this area generally centre around environmental, commercial, community/neighbourhood, and business and family partnership issues.

Mediation Services also provides training and facilitation services on a fee-for-service basis to interested individuals, and government and non-government organizations in the area of interest-based negotiation and collaborative problem-solving.

As of December 1, 1994, Mediation Services is responsible for providing an initial mediation session at the close of pleadings in the Court of Queen's Bench.

GENERAL CLASSES OR TYPES OF RECORDS

Client Files
Correspondence with Department of Justice
Correspondence with Minister of Justice
Program related correspondence with national and international agencies
Reference material and training/workshop related correspondence

PERSONAL INFORMATION

Farmer/Lender Mediation

Location: Mediation Services **Information Maintained:** File reference; name, address, telephone number of farmer and lender; Notice of Intention to Foreclose or Court Order; signed Mediation agreement; related correspondence; supporting documentation supplied by both parties; meeting date; summary of meeting(s); Mediation Certificate issued by Mediator; terms of settlement **Uses:** To assist farmers and creditors in resolving their disputes outside of the court system **Users:** Mediation Services staff **Type of Individuals:** Creditors submitting Notices of Intention to Foreclose and the respective farmers

Family Mediation

Location: Mediation Services **Information Maintained:** File reference; name, address, telephone number of parties involved; copy of the Court Order; signed Mediation Agreement; nature of the dispute; related correspondence; supporting documentation supplied by both parties; meeting date; summary of meeting(s); terms of settlement **Uses:** To primarily assist separating or divorcing couples in resolving their disputes outside of the court system **Users:** Mediation Services staff **Type of Individuals:** Parties who request mediation services in resolving their dispute in the family law area or those individuals who are ordered to mediation by the court system

Civil Mediation

Location: Mediation Services **Information Maintained:** file reference; name, address, telephone number of parties involved; signed Mediation Agreement; nature of the dispute; related correspondence; supporting documentation supplied by all parties; meeting date; summary of meeting(s); terms of settlement **Uses:** To assist interested parties in resolving their disputes outside of the court system **Users:** Mediation Services staff **Type of Individuals:** Parties who request mediation services in resolving their civil disputes

FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division delivers support services to the senior management and operational components of the

Department through Administrative Services, Human Resources and Systems. The Consumer Protection and Pension Benefits branches are operational components of the Division.
A number of Boards and Commissions report to the Minister but operate independently of the Department. However, Finance and Administration Division provides support services to these Agencies.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the administration of the Boards and Commissions and correspondence with Administrative Services Branch, Human Resources Branch, Consumer Protection Branch, Systems Branch and Pension Benefits Branch. See branches for specific records.

PERSONAL INFORMATION

None

Administrative Services Branch

The Administrative Services Branch provides centralized administrative support services to the Department and the Boards/Commissions. The principal responsibilities of the branch include: financial management advice, budget co-ordination, revenue and expenditure accounting and forecasting, internal audit, mail services, space and accommodation services, development of administrative and management policies, accounting and administrative support for the Provincial Mediation Board and the Office of the Rentalsman and the government/department co-ordination of *The Freedom of Information and Protection of Privacy Act.*

GENERAL CLASSES OR TYPES OF RECORDS

Board of Revenue Commissioners - applications
for write off of receivables
Boards/Commissions Memberships
Cemeteries Accounts
Freedom of Information
Signing Authorities

PERSONAL INFORMATION

None

Human Resources Branch

The Human Resources Branch provides service to the department in pay and benefits administration, recruitment of employees and position classifications, labour relations, human resource policy/guideline administration, staff and organization development.

GENERAL CLASSES OR TYPES OF RECORDS

Employee Fairness
Investigative Reports on Harassment
Policies/Procedures
Position Files

PERSONAL INFORMATION

None

Consumer Protection Branch

The Consumer Protection Branch has two areas of responsibility. One area is the regulation of financial services offered by insurance companies, trust and loan companies, credit unions and mortgage brokers. The objective of this regulation is to protect consumers without unnecessarily impeding the financial services marketplace. Regulation includes licensing and auditing and on-going liaison with companies and responding to complaints from consumers.

In addition, there are six self-regulatory organizations; the Credit Union Deposit Guarantee Corporation; the Life, General and Hail Insurance Councils; the Prepaid Funeral

Services Council; and the Saskatchewan Real Estate Commission, which have been delegated administrative/regulatory responsibilities for statutes administered by the Branch. The Branch's Superintendents/Registrars, however, maintain ultimate authority for the statutes these organizations administer.

The other area of responsibility is to administer and issue licenses and investigate complaints with respect to various statutes including:

The Agricultural Implements Act
The Auctioneers Act
The Cemeteries Act
The Collection Agents Act
The Credit Reporting Agencies Act
The Direct Sellers Act
The Motor Dealers Act
The Sale of Training Courses Act

To ensure that monetary redress is available to consumers, the majority of licensing statutes require penal bonds to be posted by the seller. The bond money is available to settle outstanding claims or otherwise compensate consumers if they are victimized by a seller, or if a company goes into bankruptcy. The Branch is also responsible for the enforcement of the licensing statutes. Complaints of non-compliance of licensing requirements are investigated.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative and procedural manuals
Administrative support and policy services files with respect to the Film and Video Classification Board and the Appeal Committee
Agricultural implement distributor files
Agricultural Implement Board Minutes
Cemeteries - plans and correspondence
Conviction reports
Enquiry forms
Financial institution audit and examination files
General administration files including monthly narratives, bi-weekly meeting reports, conviction reports, news releases
Insurance companies - original company files, licences and financial returns
Investigation files
Legal opinions
License application forms, correspondence and licenses for each statute administered
Mortgage brokers - original company files and licences
Penal bonds
Trust and loan companies - original company files, licences and financial returns

PERSONAL INFORMATION

None

Systems Branch

The Systems Branch provides support and direction to the department in reviewing, developing, implementing and maintaining automated systems. The Systems Branch is responsible for evaluating existing and proposed systems; conducting feasibility studies; providing advice and recommendations concerning solutions to system problems; co-ordinating the systems activities of the department with central agencies; managing third-party contracts for the development and maintenance of systems; providing maintenance and operational support for all departmental systems; providing technical support on hardware and operating system software; and project management for new systems development and enhancement projects.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the department's systems development, acquisition and maintenance.
Consultants contracts - application maintenance and systems development
Disaster recovery
Project Files (management and technical support)
Shared computer services

PERSONAL INFORMATION

None

Pension Benefits Branch

The Pension Benefits Branch regulates employer-sponsored pension plans pursuant to *The Pension Benefits Act, 1992* and provides advice to Government on retirement income matters. The branch regulates the funding and investment of all private pension plans in the province and ensures minimum benefits and information are provided to pension plan members.

GENERAL CLASSES OR TYPES OF RECORDS

Actuarial reports
Annual information returns
Collective agreements relating to a pension plan
Insurance contracts
Investment agreements
Locked-in retirement account contracts
Life income fund contracts
Locked-in retirement income fund contracts
Pension plan documents
Policy papers
Registration forms
Trust deeds or agreements

PERSONAL INFORMATION

None

PUBLIC LAW DIVISION

The Public Law Division is comprised of the Constitutional Law, Legislative Services, Legislative Drafting and the Queen's Printer. The Division assists the Minister of Justice and Attorney General to fulfil constitutional, statutory and Cabinet responsibilities by providing both legal and policy advice and litigation services.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the administration of Constitutional Law, Legislative Services, Legislative Drafting and Office of the Queen's Printer.

PERSONAL INFORMATION

None

Constitutional Law Branch

The Constitutional Law Branch provides legal and policy advice to the Government on constitutional matters and represents the Attorney General in court proceedings which raise constitutional issues. In addition, the Branch provides advice and legal services to the Government in relation to aboriginal, human rights, and trade law.

Solicitors from the Branch handle many of the Department's litigation files. The Branch is also involved in constitutional issues that are raised in prosecutions carried out by the Attorney General and provides advice or counsel as appropriate. The Branch plays a major role in constitutional reform and related intergovernmental matters.

GENERAL CLASSES OR TYPES OF RECORDS

Constitutional litigation files
Constitutional opinions on Saskatchewan law and administrative policies
Human rights litigation files
Legal opinions, policy advice and related documents on intergovernmental relations and international trade and relations
Legal opinions concerning Indian and aboriginal matters

PERSONAL INFORMATION

Constitutional Opinion Files

Location: Constitutional Branch **Information Maintained:** Legal opinions on the constitutionality of Saskatchewan laws and administrative policies **Uses:** To advise the Government of Saskatchewan on constitutional issues **Users:** Crown Solicitors **Type of Individuals:** Individuals involved in particular questions about the validity of Saskatchewan law or administrative policy

Constitutional Litigation Files

Location: Constitutional Branch **Information Maintained:** Names of parties, witness statements, police reports, criminal records, court process and pleadings, legal opinions, copies of documents that may be used in evidence, correspondence, judicial decisions **Uses:** To represent the Government of Saskatchewan in constitutional cases **Users:** Crown Solicitors **Type of Individuals:** Plaintiffs, defendants, applicants and witnesses involved in litigation

Human Rights Litigation Files

Location: Constitutional Branch **Information Maintained:** Names of complainants and witnesses, statements of complainants and witnesses, copies of documents that may be used in evidence, commission and court process and pleadings, legal opinions, correspondence, decisions of boards of inquiry and courts **Uses:** To represent the Government of Saskatchewan in human rights complaints against the government **Users:** Crown Solicitors **Type of Individuals:** Complainants and witnesses involved in human rights complaints against the Government of Saskatchewan

Aboriginal Litigation Files

Location: Constitutional Branch **Information maintained:** Names of parties, witness statements, court process and pleadings, legal opinions, copies of documents that may be used in evidence, correspondence, judicial decisions. **Uses:** To represent the Government of Saskatchewan in cases raising aboriginal issues **Users:** Crown Solicitors **Type of Individuals:** Plaintiffs, defendants, applicants and witnesses involved in litigation

Legislative Services Branch

The Legislative Services Branch co-ordinates the development of Department of Justice legislation, often acting as project manager for consultations and for the development and implementation of new Acts and regulations. It acts as the regulatory reform co-ordinator for the department. The Branch also provides policy advice with respect to the department's responsibilities relating to consumer affairs and financial institutions regulation. It provides legal advice to Executive Council and the Provincial Secretary. It also provides legal and policy advice to other departments, agencies and Crown corporations in the preparation of their Acts, regulations and Orders in Council. This Branch also prepares documents for the Provincial Secretary including authentication of documents that are notarized and proclamations.

GENERAL CLASSES OR TYPES OF RECORDS

Legislation and related research
Proclamations
Regulations (Justice) Policy
Queen's Counsel Appointments

PERSONAL INFORMATION

None

Legislative Drafting Branch

The Legislative Drafting Branch drafts all government Bills and regulations; on request, drafts Bills for the Uniform Law Conference; provides advice with respect to drafting matters to government departments and other Crown agencies; arranges for the printing of Bills; arranges for the publication of regulations in The Saskatchewan Gazette; prepares various tables; is responsible for the general revision of statutes and regulations; and arranges for the translation of selected statutes and regulations.

GENERAL CLASSES OR TYPES OF RECORDS

Contains drafting instructions for and drafts of new and amending Bills and regulations, translations of selected statutes and regulations, looseleaf release preparation materials, looseleaf consolidation of The Revised Statutes of Saskatchewan, 1978 stored on computer, The Revised Regulations of Saskatchewan stored on computer.

General Correspondence
Tables
Translations

PERSONAL INFORMATION

None

Office of the Queen's Printer

The Office of the Queen's Printer prepares and publishes The Saskatchewan Gazette; publishes and distributes Acts, regulations and other government publications; maintains a comprehensive, searchable Internet subscription service for all Queen's Printer publications; and operates a storefront for the distribution of publications.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information relating to the operation of the business of distribution of Acts, regulations and government documents and to the publication of The Saskatchewan Gazette.

Client lists
General correspondence
Inventory
Price lists

PERSONAL INFORMATION

None

COMMUNITY JUSTICE DIVISION

The Community Justice Division develops policies and programs for delivering and supervising community justice programs.

The Division also provides programs and services for victims of crime through government, law enforcement and community organizations. It represents the Department in self-government negotiations with First Nations and Metis communities.

The new division has two branches:

- Law Enforcement Services; and
- Community Services.

It also has two programs:

- The Aboriginal Courtworker Program; and
- Victims Services Program

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the administration of Law Enforcement Services, Community Services, the Aboriginal Courtworker Program and Victims Services Program.

PERSONAL INFORMATION

None

Law Enforcement Services Branch

The Law Enforcement Services Branch includes Policing, Coroners, Private Investigators and Security Guards. This branch is responsible for Federal/Provincial Policing Agreements (R.C.M.P.), provincial/municipal policing agreements, co-ordination of the investigation of complaints against police departments, and administration of the provincial *Police Act*. The Branch is also responsible for the policies and licensing of businesses and personnel under *The Private Investigators and Security Guards Act* in the Province; the administration of *The Coroners Act*; and the investigation of sudden, unexpected deaths in the Province of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Coroners Declarations
Decedents' Records
Federal/Provincial Policing
Federal/Provincial Agreements
Information on private investigators and security guards program

PERSONAL INFORMATION

Individual and Business Applications

Location: Policing Branch **Information Maintained:** Applications, copies of Canadian Police Information Centre (C.P.I.C.) checks, and copies of the licenses **Uses:** Internal **Users:** Policing staff **Type of Individuals:** Those requesting a private investigator or security guard license

Files on Deceased

Location: Coroners Branch **Information Maintained:** Coroners' declarations, post mortem reports; coroners, ambulance, pathologist, and facility accounts **Uses:** Statistical **Users:** Various research organizations and coroner's staff **Type of Individuals:** Deceased individuals

Saskatchewan Police Complaints Office

The Complaints Investigator is appointed pursuant to *The Police Act, 1990,* and is a non-police person appointed by the government to ensure that both the public and police are guaranteed a fair and thorough investigation of a public complaint against the police.

GENERAL CLASSES OR TYPES OF RECORDS

Complaints against the police
Information relating to the administration of the Saskatchewan Police Complaints Investigator.

PERSONAL INFORMATION

The Police Act, 1990, Discipline Hearings

Location: Office of the Complaints Investigator **Information Maintained:** Name of police officer, employing police force **Uses:** Determine validity of complaint **Users:** Complaints Investigator staff **Type of Individuals:** Police officers charged and decisions of Hearing Officer

Record of Citizens' Complaints Against the Police

Location: Office of the Complaints Investigator **Information Maintained:** Complainant's name, letter of complaint, names of witnesses, investigator's report, copies of statements where applicable **Uses:** Determine validity of complaint **Users:** Complaints Investigator staff **Type of Individuals:** Individual lodging complaints, officers named in complaints, witnesses

Community Services Branch

Community Services Branch is responsible for improving the effectiveness of the criminal justice system for victims, communities and offenders by supporting community development and alternative approaches to justice. The branch operates the Saskatchewan Aboriginal Courtworker Program, funds programs that meet the goals and objectives of the Restorative Justice and Aboriginal Justice Strategies and takes the lead in developing the Northern Justice Strategy.

GENERAL CLASSES OR TYPES OF RECORDS

Federal/Provincial correspondence
Policy/Procedure Files
Contracts with community-based agencies, Tribal Councils, First Nations

PERSONAL INFORMATION

None

Aboriginal Courtworker Program

The Aboriginal Courtworker Program helps accused persons going through the criminal justice system. It is cost-shared with the federal government. The program contracts the delivery of services with Aboriginal carrier agencies.

GENERAL CLASSES OR TYPES OF RECORDS

Federal/Provincial correspondence
Policy/Procedure Files
Contracts with community-based agencies, Tribal Councils, First Nations
Statistical information
Training materials

PERSONAL INFORMATION

None

Victims Services Program

Victims Services assist victims involved in the criminal justice system in Saskatchewan. Victims' needs are directly related to their involvement in the criminal justice system and may include:

- information on the justice system and assistance as they proceed through the criminal justice process; and
- compensation to offset expenses directly resulting from the crime.

PERSONAL INFORMATION

Victims Compensation Files

Location: Victims Services **Information Maintained:** Victim's name, address, telephone number, social insurance number, Saskatchewan Health Services Plan number, dependant information, details of crime, witness information, offender information, status of investigation, types of injuries and treatments and related information, expenses claimed, other source benefit information, unemployment insurance claim reports, Revenue Canada reports, police reports, employer reports, medical and dental reports, application decision and details of the award **Uses:** To determine eligibility for compensation under *The Victims of Crime Act* **Users:** Victims Services staff **Types of Individuals:** Victims making claims under *The Victims of Crime Act*

CIVIL LAW DIVISION

The Civil Law Division is responsible for providing general legal services to provincial government departments and agencies. There are four sections within the Civil Law Division. Crown Solicitors in one section act as counsel for the government in civil litigation matters, appearing before the courts at all levels and before regulatory boards and tribunals. Crown Solicitors in the other three sections provide services to approximately 50 client departments, boards and agencies of the government and to Cabinet Ministers responsible for those departments, boards and agencies.

Legal services include: preparing contracts and other legal documents; assisting in the development of statutes, regulations and orders-in-council; counselling government officials with respect to legal requirements and procedures; providing interpretations of provincial and federal statutes; undertaking legal research and policy projects; supervising the provision of legal services by fee-for-service solicitors; conducting negotiations on behalf of government departments and agencies; and providing general legal advice.

GENERAL CLASSES OR TYPES OF RECORDS

Legal advisory services
Litigation

PERSONAL INFORMATION

Child Protection

Location: Civil Law Division **Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports **Uses:** Provide legal representation for the Department of Social Services **Users:** Civil Law Division counsel and support staff **Type of Individuals:** Parents of minors and minors subject to proceedings under *The Child and Family Services Act*

Garnishee Files

Location: Civil Law Division **Information Maintained:** Name, address, employment and income information, dollar amount of judgment and listing of creditors and amounts owing to them **Uses:** Administration of attachment of debts proceedings **Users:** Civil Law Division staff and Department of Finance staff **Type of Individuals:** Employees of the government whose wages have been garnisheed

CORRECTIONS DIVISION

The Corrections Division is responsible for development of policy and delivery of provincial correctional services. These include the Community Corrections services: Probation, Fine Option, Community Service Order, Restitution, Bail and Conditional Sentence Supervision; Electronic Monitoring/Intensive Probation Supervision and Impaired Driving Treatments; as well as custodial facilities such as Correctional Centres, Community Correctional Centres, Community-Training Residences, Correctional Camps and Prison Industry Program.

Corrections delivers a wide range of programs for adult offenders (18 years and over) with varying levels of offender care, control and supervision through two operational systems: Community Corrections and Institutional Operations. Programs are administered through six regional offices and nine sub-offices of Community Corrections, four major correctional centres and ten reduced-custody facilities. Services for Northern Corrections are administered through the Community Corrections offices located in the Northeast and Northwest parts of the province.

GENERAL CLASSES OR TYPES OF RECORDS

Federal/Provincial and inter-provincial correspondence
General and offender accounting documents
General Correspondence relating to Criminal Justice Policy, Corrections, Policing, and task forces which include: Aboriginal
Justice Review Committees, Drinking/Driving Countermeasures, and Fine Collection
Minister's/Ombudsman's referrals and resulting special reports
Program development, descriptions and activities
Public and general corrections inquiries
Security issues, analyses, and activities
Speeches, presentations
Standing orders and standards
Statistics and research reports

PERSONAL INFORMATION

Community Operations (Probation) Files

Location: Probation offices **Information Maintained:** Information on clients' involvement in bail supervision, probation, electronic monitoring, restitution, fine option, institutional fine option, community service order, impaired driving treatment, and intensive community program - orders, assessment, progress reports and closure recordings, etc.

Uses: Recording and monitoring clients' status in programs **Users:** Corrections **Type of Individuals:** All clients who have been given a probation order and/or have been required to participate in one or more of the above programs

Volunteer Personal Information Files

Location: Community Operations Offices and Correctional Facilities **Information Maintained:** Application of volunteer, original reference checks, criminal record checks, copy of appointments, hours as a volunteer **Uses:** Screen volunteers to match them with clients and to maintain record of volunteer service **Users:** Program co-ordinators **Type of Individuals:** Volunteers to Corrections programs

Residents' Community-Training Residences Files

Location: Community-Training residences **Information maintained:** Panel notes, residents' impressions, and resident evaluations/ assessments **Uses:** Record residents' status in and contact with the Community-Training Residence program **Users:** Corrections staff **Type of Individuals:** Offenders who participate or have applied to participate in the Community-Training Residence Program

Inmate Case Management Files

Location: Correctional Centres **Information Maintained:** Warrants, program applications, institutional activities, offender evaluations/ assessments **Uses:** Internal (eligibility for parole, Community-Training Residence program, etc.) and for referral **Users:** Corrections - provincial and federal **Type of Individuals:** Correctional centre inmates

Admission Files

Location: Correctional Centres **Information Maintained:** Remand warrants and warrants of committal, personal property information, discipline charges, sentence administration, R.C.M.P. criminal records **Uses:** Offender sentence administration and personal property management **Users:** Corrections staff **Type of Individuals:** Correctional centre inmates - past and present

Inmate Medical Files

Location: Correctional Centres **Information Maintained:** Current medical diagnosis and treatment, medical history **Uses:** Medical treatment **Users:** Medical staff at the correctional centre **Type of Individuals:** Correctional centre inmates who have reported to the medical staff

Inmate Security Files

Location: Correctional Centres **Information Maintained:** Security intelligence, violations, assaults, and suicides within the correctional centre **Uses:** Maintain security of institution **Users:** Security staff of correctional centres **Type of Individuals:** Inmates who have violated or have the potential to violate or threaten the safety of the correctional centre

Addiction Education Files

Location: Correctional Centres **Information Maintained:** Inmate referrals and assessments **Uses:** Determination of addiction and program eligibility as well as offender treatment **Users:** Corrections staff **Type of Individuals:** Inmates referred to or requesting substance abuse education

Prison Industries

Prison Industries (trade name - PRISM) operates a commercial manufacturing and service industry within the confines of the Provincial Correctional Centres. Inmates are employed to produce goods for government departments, crown corporations and private sector clients. Revenue generated serves to offset the cost of incarceration of the inmates who also share in the income generated by the program.

GENERAL CLASSES OR TYPES OF RECORDS

Clients
General Correspondence
Inmate employee records
Project and industry proposal files
Suppliers

PERSONAL INFORMATION

None

PUBLIC PROSECUTIONS

Public Prosecutions is responsible for the development and implementation of general prosecutions policy, the conduct of prosecutions by Agents of the Attorney General for Saskatchewan, and the conduct of appeals to the Court of Appeal and the Supreme Court. Public Prosecutions is also responsible for providing legal advice to law enforcement agencies. The Office of the Executive Director of Public Prosecutions is in Regina and Regional Crown offices are located in Regina, Moose Jaw, Swift Current, North Battleford, La Ronge, Prince Albert, Saskatoon, Melfort, Yorkton and Meadow Lake.

GENERAL CLASSES OR TYPES OF RECORDS

Complaints of criminal conduct against police
Completed case reports
Court of Appeal files
General inquiry, ministerial referrals, advice or information requests and all follow up correspondence
Information on the administration of the Public Prosecutions system and on departmental policies
Legal advice and policy directives to all Agents of the Attorney General and all Police Forces in the Province
Prosecutors reports
Requests from the police for legal advice
Supreme Court of Canada Appeal Files
Transfer of Charges and Probation Orders
Wiretap Authorizations and Notifications

PERSONAL INFORMATION

Prosecution Case Files

Location: All Prosecution Offices **Information Maintained:** Name of accused, witness statements, police reports, criminal records, court process documents, legal briefs **Uses:** Conduct prosecution in court **Users:** Agents of the Attorney General **Type of Individuals:** All persons accused of Criminal Code or Provincial Statute offences where the matter has been referred to a full time Agent of the Attorney General, or an agent who works on contract from a Regional Office

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

LABOUR

ADDRESS

1870 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Department is to regulate and promote fairness and safety in Saskatchewan workplaces by: setting a legislative framework for labour relations; providing prevention, education and training services; promoting, developing and enforcing occupational health and safety and labour standards; assisting in preventing and resolving workplace disputes; providing support to injured workers and developing labour policies and programs that lead to safe, fair and productive workplaces.

ORGANIZATION

The department is divided into four divisions: Occupational Health and Safety; Labour Relations and Mediation; Labour Services, which includes Labour Standards and the Workers' Advocate Office; and Labour Support which includes Administration, Human Resources, Planning and Policy, Prevention Services and Communications.

Services are provided from Labour's head office in Regina, and from offices in Saskatoon, Prince Albert, North Battleford, Yorkton, Moose Jaw, Swift Current and Estevan.

The Minister of Labour is also responsible for the Labour Relations Board, the Minimum Wage Board, the Occupational Health and Safety Council, the Farm Safety Advisory Committee, and the Radiation Health and Safety Committee.

ADMINISTRATION AND HUMAN RESOURCES

Support services provided to the Department include human resources management and development; financial planning, budgeting and financial information systems; accounting and administrative services; and computer systems. Selected services are also provided to the Women's Secretariat and the Labour Relations Board. Records of the Workers' Compensation Act Review Committee are retained by the department.

GENERAL CLASSES OR TYPES OF RECORDS

Human Resource Policies and Guidelines Manual
Surveys
Systems Documentation

PERSONAL INFORMATION

None

POLICY, PLANNING, PREVENTION AND COMMUNICATIONS

Provides policy, planning, education, evaluation and research with respect to labour programs, legislation and related federal-provincial initiatives. The Division also manages communications and delivers education outreach programs on labour issues to workers, employers, interest groups and the public.

GENERAL CLASSES OR TYPES OF RECORDS

Canadian Association of Administrators of
Labour Legislation
Education Resources
Labour Legislation International Labour
Organization Documents

Press clippings
Proceedings of committees and conferences
Publications, brochures & pamphlets
Research papers and reports
Resource papers and reprints
Speeches
Statistics
Surveys

LABOUR STANDARDS

Promotes minimum conditions of employment through the enforcement of standards relating to hours of work, overtime, minimum wage, annual holidays, public holidays, terminations or layoffs, leaves of absence including maternity, paternity and bereavement, and equal pay provisions. It also administers provisions governing the administration of employers, split shifts, meal periods and meal charges and age limits of employees.

GENERAL CLASSES OR TYPES OF RECORDS

Affidavit of Service
Certificates
Employer/Company files
Inspection reports
Judgments/Summons
Paid Wage Agreements
Permits and licenses
Prosecution opinions
Records of Public Hearings
Report of Prosecutions
Report of Third Party Hearings
Research Papers and Reports
Routine inspections
Statements filed against Directors of Companies

PERSONAL INFORMATION

None

Worker's Advocate

Provide advice and support to injured workers respecting their claims for Workers' Compensation and work with individuals and workers' organization to deliver educational programs and heighten awareness of *The Workers' Compensation Act.*

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to injured workers appealing claims before the Workers' Compensation Board.

PERSONAL INFORMATION

Claimant files

Location: Office of the Worker's Advocate **Information Maintained:** Copy of individual's compensation file received from Workers' Compensation Board plus correspondence and medical reports relating to appeals **Uses:** Activities related to establishing client's entitlement to benefits and services pursuant to the *Workers' Compensation Act*; prepare statistics, evaluate program **Users:** Workers' Advocates and office staff **Type of Individuals:** Injured workers claiming benefits under the *Workers' Compensation Act*

LABOUR RELATIONS AND MEDIATION DIVISION

Provides conciliation and mediation services to assist employers and unions in resolving disputes arising out of the collective bargaining process, promotes co-operative labour management relations, and offers conflict resolution and interest based negotiation training to assist representatives from labour and management to explore different ways to approach conflict.

Provides advice and information on collective bargaining, work stoppages, layoffs and the labour market. It provides advisory services and research expertise on a wide variety of labour issues.

GENERAL CLASSES OR TYPES OF RECORDS

Arbitration awards
Collective agreements - current and historical
Conciliation service files
Grievance mediation files

PERSONAL INFORMATION

None

OCCUPATIONAL HEALTH AND SAFETY DIVISION

Works closely with employers and employees to promote and maintain a safe work environment, a healthy workforce and prevent work-related accidents. Programs of the Division promote health and safety through education and information to employers and workers, and through protection by enforcing minimum standards of health and safety. The branch maintains records of the Occupational Health and Safety Council, Farm Safety Advisory Committee, and the Radiation Health and Safety Committee.

GENERAL CLASSES OR TYPES OF RECORDS

Accident
Appeals and Resolutions of Contraventions
Bio-assay records
Brochures and pamphlets
Calibration reports
Correspondence pertaining to health and safety of workers; requests for exemptions under the *Occupational Health and Safety Act*
Dangerous occurrences
Equipment inspection records - Test radiographs medical and dental
Exposure records
Federal-Provincial Committees - supporting papers
Inspection reports (Atomic Energy Control Board)
Laboratory Analysis
Licenses
New projects
Notices of contraventions
Notices pertaining to complaints
Occupational Health and Safety Committee
Overdose reports and investigations
Plans (X-ray rooms)
Prosecutions
Radiation Health and Safety Committee Minutes and incidental papers
Reports
Surveys
Systems Documentation

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4527
Fax: (306) 787-7229

LABOUR RELATIONS BOARD

ADDRESS

16th Floor, 1920 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

Interpret and administer *The Trade Union Act, The Health Labour Relations Reorganization Act* and *The Construction Industry Labour Relations Act* and in particular, to hear and determine all applications made to the Board pursuant to the provisions of the said Acts.

ORGANIZATION

The Board operates through public hearings followed by written decisions. Its decisions are final and binding upon the parties. There is no appeal, and review by the courts is strictly limited.

GENERAL CLASSES OR TYPES OF RECORDS

Applications by unions, employers or individuals for certification, rescission, unfair labour practices and other matters of dispute
Forms, procedures and instruction for votes
Judgments, Rulings, and Board Orders
Legal opinions
Records of Board Proceedings
Voting lists of eligible voters

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4527

LAW REFORM COMMISSION OF SASKATCHEWAN

ADDRESS

c/o College of Law
University of Saskatchewan
Saskatoon, Saskatchewan S7N 0W0

MANDATE

The mandate of the Law Reform Commission of Saskatchewan is to research and publish reports recommending reform of the laws of Saskatchewan.

ORGANIZATION

The commission is organized as a body corporate, consisting of three part-time commissioners, and a permanent research staff.

GENERAL CLASSES OR TYPES OF RECORDS

Research documents and materials
Responses from the public to Commission proposals

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Law Reform Commission
c/o College of Law
University of Saskatchewan
Saskatoon, Saskatchewan S7N 0W0

Telephone: (306) 966-5869

LIQUOR AND GAMING AUTHORITY

ADDRESS

P.O. Box 5054
2500 Victoria Avenue
Regina, Saskatchewan S4P 3M3

MANDATE

Saskatchewan Liquor and Gaming Authority (SLGA) is governed by *The Alcohol and Gaming Regulation Act*. Its mission is to distribute, control and regulate liquor and gaming products throughout Saskatchewan in ways that promote social responsibility, fairness and cost-effectiveness.

SLGA warehouses and distributes beverage alcohol products to SLGA stores and franchises for sale to the public and licensees. Domestic beer is distributed by Brewers Distributor Ltd. and Big Rock Brewery (Sask.) Ltd. to retail liquor stores, some franchises and licensees. SLGA owns and operates video lottery terminals located in licensed establishments, slot machines in SLGA casinos, and regulates charity gaming and casino activity in the province.

ORGANIZATION

The Liquor and Gaming Authority is a Treasury Board Crown Corporation with its head office located in Regina and a field office in Saskatoon. Organizational structure is comprised of the Board, the Office of the President/CEO, and three divisions: Licensing, Operations, and Corporate Services.

BOARD

The Board of Directors is appointed by Cabinet and provides overall policy direction to the Authority.

OFFICE OF THE PRESIDENT/CEO

The President/CEO's Office provides advisory support to the Minister's Office and is responsible for overseeing Authority operations.

OPERATIONS DIVISION

The Operations Division is responsible for the purchase, distribution, merchandising, marketing and retailing of beverage alcohol products, programs and services throughout the province. This is accomplished through a network of 81 government liquor stores and 189 franchises operating out of private businesses in rural communities.

There are three branches in the Operations Division and they are responsible for the following:

Retail Services Branch - this branch is responsible for the purchase, merchandising and marketing of all beverage alcohol proudcts sold in Saskatchewan.
Distribution Branch - this branch is responsible for the warehousing and distribution of beverage alcohol in the province.
Regional Management Branch - this branch, through four Regional Managers, is responsible for all store and franchise operations throughout the province.

LICENSING DIVISION

The Licensing Division consists of the following areas: License Administration, Inspection Services, Community Liaison, Casino and Electronic Gaming, Horse Racing and Provincial Liquor and Gaming Policy.

Liquor permit processing includes the administration of the liquor permit application process, and the renewal of permits. It ensures that outlets permitted for on-premises consumption of beverage alcohol comply with the requirements and standards set out by the Authority and *The Alcohol and Gaming Regulation Act.*

Gaming license processing includes assessing eligibility and approving charitable use of funds earned through gaming activities. All gaming and event suppliers, gaming employees and horse racing activities are carefully evaluated in determining eligibility for registration.

Inspection Services performs on-site inspections, financial reviews and investigates complaints about questionable activities to ensure compliance with both liquor and gaming regulations. It also conducts investigations to ensure the suitability of applicants in support of the liquor, gaming, and horse racing programs.

Community Liaison ensures that licensees, registrants, and permittees understand all regulatory requirements and how they comply with those requirements. To accomplish this, the Branch conducts consultations, evaluations, on-site visits and one on one communication.

Casino and Electronic Gaming handles the co-ordination of the Authority's role in the regulation of casino gaming, and the operational agreements relating to the First Nations Casinos. This branch is also responsible for the Video Lottery Terminal Program in Saskatchewan.

Horse Racing, in addition to registrations, enforces the rules of racing at pari-mutuel race tracks and administration of provincial grants to the various horse associations and exhibitions.

Provincial Liquor and Gaming Policy branch contributes to the development of liquor and gaming policy in the regulatory context, and to the evaluation of policy as its intersects with operational concerns in the electronic gaming (VLT and slot machine) programs.

CORPORATE SERVICES DIVISION

The Corporate Services Division consists of the following areas: Financial Services, Management Services, Human Resources, Information Systems, Communications and Organizational Development, and Audit Services.

This division provides overall direction and leadership in the areas of financial planning, control and reporting, revenue and expenditure administration; property, vehicles, office supplies, equipment, the purchasing system to acquire material resources; employee services including recruitment, personnel administration, training, development, labour relations; strategic planning, implementation and operation of the Authority's information systems; public education initiatives, strategic communications services; and audit services to safeguard resources against waste, and inefficiency, to promote the accuracy and reliability of accounting and operations data, and to measure and report compliance with Authority policy.

GENERAL CLASSES OR TYPES OF RECORDS

Board Minutes & Hearings
Lottery Licence Files - Bingo, Break-open, Raffle and Casino
Merchandising
Operations - Retail Store, Franchises
Permit and License Administration and Operational and Audit Compliance
Bingo Hall Trust Account Files

PERSONAL INFORMATION

Licensee Files (Existing & Pending)

Location: Licensing Division **Information Maintained:** Name, address, telephone number, personal history report, RCMP crime verification and/or conviction reports, fingerprints, inspection reports, letters of complaints, premise layout plans, proof of financial capability documentation, police reports (operational and/or personal), Health and Fire documentation, lease agreements, purchase agreements and certificate of title, Certificate of Incorporation, company minutes, Club Constitution/Bylaws and Membership Lists, correspondence with other Provincial/Federal agencies **Uses:** To determine qualification and/or continuance of license and to meet requirements set out in *The Alcohol and Gaming Control Act*. Also to protect the integrity of horse racing and for the information of other regulatory bodies **Users:** Liquor and Gaming Licensing Employees **Type of Individuals:** Existing and pending licensees; also any individual involved with the sport of horse racing.

Gaming Employee Files

Location: Licensing Division **Information Maintained:** Business involvements, correspondence, name, address and phone number, position applied for, date of birth, height, weight, eye colour, hair colour, and sex, maiden name, aliases and nicknames, social insurance number, drivers license number, citizenship, employer, criminal record, and references **Users:** Liquor and Gaming Employees **Type of Individuals:** Individuals who are registered, applying, maintaining or denied registration

Interdict List

Location: Licensing Division **Information Maintained:** Name and address of individuals who represent licensed charities that have not submitted required documents to close files **Uses:** History on groups or individuals, reference for employees **Users:** Liquor and Gaming Employees **Individuals:** Contact people for licensed charities

Franchise Files

Location: Operations Division **Information Maintained:** Name, address, telephone number, Franchise Application, Agreement, correspondence (information and operational), credit references **Uses:** Record management **Users:** Liquor and Gaming Employees **Type of Individuals:** Individuals granted franchises

Special Occasion Licenses and Permits

Location: Licensing Division **Information Maintained:** Name, address, telephone number, location of on-premise consumption, beverage alcohol brands and quantities, Constitution/ Bylaws, Membership list and minutes, copy of Certificate of Incorporation, inspection reports **Uses:** Record management **Users:** Licensing staff **Type of Individuals:** Individuals receiving a Special Occasion License and/or Permit

Report of Seizure of Liquor

Location: Licensing Division **Information Maintained:** Name, address, reason of seizure, list of liquor seized, date convicted or dismissed, location of court hearing, penalty, name of judge or magistrate, disposition of alcohol **Uses:** Respond to requests with respect to disposition of seized alcohol **Users:** Liquor and Gaming Employees **Type of Individuals:** Individuals who have had liquor seized

Teletheatre Licenses

Location: Licensing Division **Information Maintained:** Name of business, address, agreements between organizations, approval from Agriculture Canada, Fire and Safety Inspection, floor plan and a copy of title of property, copy of Liquor & Gaming license, application from the manager of property for teletheatre **Uses:** To ensure the safe and legal operations of a teletheatre **Users:** Liquor and Gaming Employees **Type of Individuals:** Teletheatres' staff

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Liquor and Gaming Authority
10th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3M3

Senior Planning Analyst
Telephone: (306) 787-1794

Manager, Management Servcies Branch
Telephone: (306) 787-1773
Fax: (306) 787-8468

LIQUOR AND GAMING LICENSING COMMISSION

ADDRESS

P.O. Box 5054
2500 Victoria Avenue
Regina, Saskatchewan S4P 3M3

COMMISSION

This independent body is empowered to review decisions of the Liquor and Gaming Authority with respect to licensing, registration, cancellation and suspension issues. Any applicant who disagrees with a decision of the Authority has the right to apply to the Commission for an appeal.

PERSONAL INFORMATION

Liquor & Gaming Licensing Commission Hearings

Location: Commission **Information Maintained:** Name and address of Licensee and Outlet, record of information provided and received at hearing, decision given, minutes of meeting **Uses:** To keep a record of Commission Hearings **Users:** Liquor and Gaming Employees **Type of Individuals:** Individuals who have received hearings

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Liquor and Gaming Authority
10th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3M3

Senior Planning Analyst
Telephone: (306) 787-1794

Manager, Management Services Branch
Telephone: (306) 787-1773
Fax: (306) 787-8468

MEEWASIN VALLEY AUTHORITY

ADDRESS

402 - 3rd Avenue South
Saskatoon, Saskatchewan S7K 3G5

MANDATE

The mandate of the Meewasin Valley Authority is to ensure a healthy and vibrant river valley with a balance between human use and conservation by providing leadership in the management of its resources; promoting understanding, conservation and beneficial use of the valley; and undertaking programs and projects in river valley development and conservation, for the benefit of present and future generations.

GENERAL CLASSES OR TYPES OF RECORDS

Capital Project Records
Development Review Applications
Interpretation Program Records
Special Events Program Records

PERSONAL INFORMATION

Development Review Applications

Location: Meewasin Valley Authority **Information Maintained:** Application, Board decision **Uses:** To control development in the river corridor **Users:** Planning staff and review Committees **Type of Individuals:** Individuals who desire to construct improvements in the Conservation Zone of the Meewasin Valley

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Meewasin Valley Authority
402 - 3rd Avenue South
Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887
Fax: (306) 665-6117

MILK CONTROL BOARD

ADDRESS

Room 1210 - 2500 Victoria Avenue
Regina, Saskatchewan S4P 3X2

MANDATE

The mandate of the Milk Control Board is to establish and administer regulations relative to production, supply, distribution, sale of milk, and to promote the development and maintenance of a viable dairy industry in Saskatchewan. In addition, it administers the market share quota program - a joint federal-provincial undertaking.

ORGANIZATION

The affairs of the Board are managed by a five member Board appointed by the Lieutenant Governor in Council. The Board is accountable to the Legislature through the Minister of Agriculture and Food.

GENERAL CLASSES OR TYPES OF RECORDS

Canadian Dairy Commission files (market share
  programs, quotas)
Fluid milk - Cost of Production study
Fluid milk pool administration and audit files
General files - area, processing plants
Investigator reports
Licence files - processing plants
Milk inquiry exhibits
Milk Control Act & Regulations
Milk pricing orders
Other Provinces/Countries - related information
Provincial complaint file
Quota Exchange Files
Statistical information re: dairy industry
Western Milk Pooling File

PERSONAL INFORMATION

Producer Files

Location: Head Office **Information Maintained:** Dairy World Foods identification number, Canadian Dairy Commission number, land location of facility, address, postal code, inquiries, payment adjustments, subsidy related, Board responses/rulings, quota notices, letters of understanding, copies of monthly statements, Security Interest in Quota **Uses:** References, registrations, audits **Users:** Board staff, auditors **Type of Individuals:** Fluid milk producers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Milk Control Board
1210 - 2500 Victoria Avenue
Regina, Saskatchewan S4P 3X2

Telephone: (306) 787-5319
Fax: (306) 787-1988

MINIMUM WAGE BOARD

ADDRESS

c/o Labour
1870 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Board is established under *The Labour Standards Act* and may make recommendations to the Lieutenant Governor in Council on matters such as the minimum wage, employee board and room charges, and the minimum age of employment in certain industries. Committee minutes are maintained by the Labour Standards Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Records are maintained by the Labour Standards Branch of the Department of Labour.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4527
Fax: (306) 787-7229

MUNICIPAL AFFAIRS, CULTURE AND HOUSING

ADDRESS

1855 Victoria Avenue
Regina, Saskatchewan S4P 3V7

MISSION

Strengthening communities through partnerships and understanding.

The Department enhances quality of life through communities. It enables communities:

- to improve housing,
- to provide access to public information, culture and recreational opportunities,
- to protect the public, and
- to provide local governance.

It strengthens communities by providing the legal framework, organization support, financial assistance and other services to meet the unique and changing needs of Saskatchewan people. It works in partnership with communities and others, encouraging co-operation, understanding, and self-reliance.

DEPUTY MINISTER'S OFFICE

Provides staff support to the deputy minister in the overall management of the department, policy co-ordination and strategic planning.

GENERAL CLASSES OR TYPES OF RECORDS

Agencies, Boards, Committees and Commissions
Program Policy

PERSONAL INFORMATION

None

CORPORATE SERVICES BRANCH

COMMUNICATIONS

Communications is responsible for planning, developing and implementing public awareness activities. It provides support services to department staff and distributes information on department programs and services to its client groups and to the general public.

GENERAL CLASSES OR TYPES OF RECORDS

Contain records relating to the communication function for the following subject areas:

Branch Projects (Arts, Heritage, Multiculturalism, Sport & Recreation, Support Services)
Displays
Election Guides (municipal)
Library Director
Mailing List Databases
Municipal Directory Database
Newsletters
Pamphlets
Promotional Materials
Public Relations, policies and guidelines
Publicity and Advertising
Special Events (Official openings, Saskatchewan and Canada Games)
Speeches
Video tapes (training and program)

PERSONAL INFORMATION

None

HUMAN RESOURCES

Provides support and services to the department in the areas of employee records, payroll, employee assistance, employment equity, industrial/employee relation, staffing, classification, learning and development and acts as central control for the delegated authorities for the permanent head and the Public Service Commission.

GENERAL CLASSES OR TYPES OF RECORDS

Position Files

PERSONAL INFORMATION

Employee Files

Location: Human Resources Information Maintained: Personal information of Department employees **Uses:** Listing of all activities with respect to personnel/positions within the Department **Users:** Human Resources staff **Type of Individuals:** All Department employees

FINANCE, ADMINISTRATION AND FACILITIES BRANCH

To provide central support services to the department in the areas of expenditure and revenue accounting, fiscal management procurement, office accommodation, vehicle co-ordination, mail, telecommunications, information technology, and strategic planning.

It is responsible for the operation of the Royal Saskatchewan Museum and co-ordinating funding relationships with the Western Development Museum, Wanuskewin Heritage Park, the Saskatchewan Science Centre and the Centre of the Arts.

GENERAL CLASSES OR TYPES OF RECORDS

Information on the general administrative and financial matters of the department, including computer equipment and support services. Records related to cultural tourism facilities.

Royal Saskatchewan Museum
- Archaeological/Ethnology Accession Records
- Archaeological/Ethnology Site Files
- Life Sciences Accession Records
- Life Sciences Site Records
- Paleontological Accession Records
- Paleontological Locality Site Files

PERSONAL INFORMATION

Business Tax Assistance Program

Location: Finance, Administration and Facilities **Information Maintained:** Name and address of business, assessment roll number, name of business owner of designate, total business tax levied, paid and reimbursed **Uses:** Maintain record of payments made **Users:** Finance, Administration and Facilities staff **Type of Individuals:** Program participants

PROTECTION AND EMERGENCY SERVICES BRANCH

Responsible for the safety services provided by the department including: advisory services to municipalities; education and training programs; province-wide administrative roles and coordination; and licensing and inspection services.

PROTECTION SERVICES

Building Standards Office

Administers building safety through setting and monitoring standards and assisting municipalities in the application of standards.

Office of the Fire Commissioner

Promotes fire protection and fire prevention in communities through training and education and fire investigation.

Inspection and Licensing

Provides safety standards to industry and the general public in the field of boiler and pressure vessel installations, elevator and amusement ride installations and licencing of persons engaged in work of gas and electrical installation. The Branch consists of the Boiler and Pressure Vessel Safety Unit, Licencing and Support Services and Elevator and Amusement Ride Safety.

Boiler and Pressure Vessel Safety Unit

Inspects all pressure vessels and boilers in the province and verifies adequacy of all new boiler, pressure vessel and related equipment designs. The unit also examines and licences all power engineers, refrigeration plant operators, firemen and pressure welders.

Elevator and Amusement Ride Safety Unit

Inspects and licences all elevating devices and amusement rides installed/operated in the province and verifies the adequacy of all new designs of elevating devices prior to installation.

Licencing and Support Services Unit

Licences contractors, employers and trades persons making gas and electrical installations, suppliers of gas and electrical equipment and propane distributors.

Saskatchewan Emergency Planning

Promotes and co-ordinates emergency preparedness and disaster response by all levels of government.

Sask911

Provides support and management for the Sask911 initiative to establish province-wide access to 9-1-1 emergency calling.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to electrical contractors, electrical journeymen, gas contractors, gas fitters, inspection records, plans approval, and information relating to the following subject areas:

The Amusement Ride Safety Act
Affidavits of Manufacturers
Arena Safety Building Codes and Standards
The Boiler and Pressure Vessel Act
Building Inspector Assistance
Building Inspector Training and Certification
Building Standards
Construction and Design Certificates
Construction Industry Associations and Organizations
The Electrical Licencing Act
Emergency Measures Training Course Records
The Emergency 911 System Act
The Emergency Planning Act
Fire Department Information
Fire Department Surveys
Fire Fighter Training Course Reports
Fire Inspection Files (Towns)
Fire Investigation Reports
The Fire Prevention Act, 1992
Fittings
The Gas Licencing Act
Inspection Reports
Installers Licence File
Joint Emergency Preparedness Program (JEPP)
Licencing
Line Load Control Program (LLC)/Priority Access to Dialling
Manufacturers
Microfiche Drawer
Municipal Building Bylaws
The Passenger and Freight Elevator Act
Provincial/Territorial Committee on Building

Standards
Quality Control
Saskatchewan Building and Accessibility Standards Appeal Board
Special Inspection
Statistical Data on Fires
The Uniform Building and Accessibility Standards Act
Weld Procedures

PERSONAL INFORMATION

Amusement Ride Owners

Location: Elevator and Amusement Ride Safety Unit **Information Maintained:** application, licence, correspondence, inspection reports **Uses:** provides record of licenced amusement ride owners **Users:** Unit staff **Type of Individuals:** Licenced amusement ride owners

Anhydrous Ammonia Licences

Location: Boiler and Pressure Vessel Safety Unit **Information Maintained:** Application, copy of certificate, plans, correspondence, location of plant, duration of licence **Uses:** Record of all plants that have a licence to operate **Uses:** Unit staff **Type of Individuals:** Companies and individuals who store and distribute anhydrous ammonia

Boiler and Pressure Vessel and Refrigeration Plant Installers

Location: Boiler and Pressure Vessel Safety Unit **Information Maintained:** Copy of licence, copy of bond, validated application, correspondence **Uses:** Record of all contractors that install and repair **Users:** Unit staff **Type of Individuals:** Contractors who install and repair boiler and pressure vessels and refrigeration plants

Boiler and Pressure Vessel Designs Registered in Saskatchewan

Location: Boiler and Pressure Vessel Safety Unit **Information Maintained:** Correspondence, letters of approval, registration, validation, drawings, calculations pertaining to drawings **Uses:** Record of all designs registered in province **Users:** Unit staff **Type of Individuals:** Manufacturers seeking registration of designs

Building Inspector Surveys

Location: Building Standards Office **Information Maintained:** Name, employer, duties **Uses:** Design of training courses **Users:** Department staff and Saskatchewan Building Officials Association Inc. **Type of Individuals:** Municipal building inspectors

Electrical Journeymen and Electrical Contractors

Location: Licencing and Support Services Unit **Information Maintained:** Application, first and any subsequent licences, correspondence regarding suspensions (if any), general correspondence **Uses:** Provides record of all electrical journeymen and contractors in province **Users:** Unit staff, also other provinces may check to see if journeyman or contractor is licenced **Type of Individuals:** All licenced electrical journeymen and contractors in Saskatchewan

Elevator Contractors and Owners

Location: Elevator and Amusement Ride Safety Unit **Information Maintained:** Application, licence (2 years only), yearly inspection report, registered drawings, correspondence **Uses:** Provide record of all licenced elevator contractors and owners in province **Users:** Unit staff **Type of Individuals:** Licenced elevator contractors and owners

Fee for Service Inspectors

Location: Building Standards Office **Information Maintained:** Name, address, resume **Uses:** Source of private industry inspectors **Users:** Municipalities **Type of Individuals:** Persons and companies who may be available to provide inspection services

Fire Fighter Training Exam Files

Location: Fire Commissioner's Office

Information Maintained: Test results **Uses:** Maintain bank of exams for testing of candidates who participate in courses conducted by this office **Users:** Fire Commissioner's Branch staff **Type of Individuals:** Course participants

Gas Fitters and Contractors

Location: Licensing and Support Services Unit **Information Maintained:** Application, first and any subsequent licenses, correspondence regarding suspensions (if any), general correspondence **Uses:** Provinces record of all gas fitters and contractors in province **Users:** Unit staff **Type of Individuals:** Licensed gas fitters and contractors in Saskatchewan

Order to Remedy Fire Hazardous Conditions

Location: Fire Commissioner's Office **Information Maintained:** Correspondence, inspection reports, orders to remedy, follow-up documentation **Uses:** To have deficiencies corrected **Users:** Fire Commissioner's Branch staff, owners of buildings and fire departments **Type of Individuals:** Property owners

Saskatchewan Building and Accessibility Standards Appeal Board Appointments

Location: Building Standards Office **Information Maintained:** Name, address, resume **Uses:** Basis of selection for appointment to board **Users:** Minister of Municipal Government **Type of Individuals:** Nominees to board

Saskatchewan Building and Accessibility Standards Appeal Board Hearings

Location: Building Standards Office **Information Maintained:** Name, address, appeal request, supporting documentation, decision **Uses:** Basis of board decision **Users:** Appeal Board members **Type of Individuals:** Appellants

Stationary and Refrigeration Engineers

Location: Boiler and Pressure Vessel Safety Unit **Information Maintained:** Correspondence, examination papers, examination results, application and experience forms, permits **Uses:** Record of all stationary and refrigeration engineers who have taken exam **Users:** Unit staff **Type of Individuals:** Individuals who have taken exam

Welders

Location: Boiler and Pressure Vessel Safety Unit **Information Maintained:** Correspondence, qualification form, practical test report, information on weld tests taken, registration certificates, copies of out of province qualifications, validations **Uses:** Record of all welders registered in province **Users:** Unit staff **Type of Individuals:** Welders who have been tested and certified

MUNICIPAL AND COMMUNITY SERVICES

COMMUNITY SUPPORT SERVICES BRANCH

Contributes to the quality of life in Saskatchewan communities by:

- promoting capable and effective management in urban, rural and northern municipalities.
- supporting, maintaining and developing the system of municipal governance.
- promoting the sustainable and economical physical development of communities.
- recognizing, protecting and managing provincial heritage resources.
- working with municipalities and other organizations to ensure that all Saskatchewan people have reasonable access to sport and recreation opportunities.
- promoting Saskatchewan's multicultural identity and assisting in immigrant settlement.

GRANTS ADMINISTRATION & PROVINCIAL-MUNICIPAL RELATIONS BRANCH

Responsible for Provincial-Municipal and Cultural Industry Relations; Municipal Grant Programs; and Municipal Financial Services.

Through the Municipal-Provincial and Northern Municipal Round Tables and other meeting forums, develops and co-ordinates initiatives with municipalities and their associations and provides direct access to the department for municipalities, the Saskatchewan Urban Municipalities Association (SUMA), the Saskatchewan Association of Rural Municipalities (SARM), the Saskatchewan Association of Northern Communities (SANC) and Provincial Association of Resort Communities of Saskatchewan (PARCS).

Focal point for the delivery of 21 grant and transfer programs to municipalities, culture and recreation organizations, including both rural and urban revenue sharing, the major transfers to municipalities.

Provides information and advice to municipalities on provincial grant and transfer programs.

Provides technical expertise to municipal administrators, clerks, and municipal auditors on municipal financial reporting standards and policies and ensures compliance with provincial financial reporting standards and policies.

Compiles and generates statistics on municipal financial performance and condition.

PROGRAM & POLICY DEVELOPMENT & REVIEW BRANCH

Responsible for providing leadership and advice in the development, monitoring and review of public policy, legislation, strategies, plans and programs within Municipal and Community Services.

- co-ordinates or undertakes policy and program reviews;
- develops policy proposals for government, and makes recommendations to senior management, to the minister and to government;
- prepares and recommends legislation and regulations that provide a legal framework for municipalities, and other responsibilities of Municipal and Community Services.
- provides comprehensive legislative support services within Municipal and Community Services.

PROVINCIAL LIBRARY BRANCH

To co-ordinate public library services and support the development of a multi-type library system, in order to work toward equitable access to library services for all residents of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information related to municipalities' financial information, transfer payments made to municipalities, project development and management, the department's strategic plans and policy development initiatives, support of library services, and information for the following subject areas:

Arts and Cultural Industries
Arts and Cultural Industries Issues/Projects/
Publications/Newsletters
Associated Entities Fund
Branch Zones General Correspondence
Canada-Saskatchewan Infrastructure Works
Program (CSIWP)
City Clerks Association
Cultural Assistance Program
Cultural Industries Development Fund
Financial Assistance Program Files
- Rural Revenue Sharing Program
- Saskatchewan Community Builds Program
- Transit Assistance for the Disabled Program
- Urban Revenue Sharing Program
Financial Reporting for Municipalities
First Nations Fund
Flin Flon Boundary Agreement
Games
Haul Road Maintenance Agreements
Heritage Language Program
Heritage Resources Management Section
- Archaeology (permit guidelines, project reports, site files and maps)
- Architecture (technical products and methods, site reviews, building plans)
- History (inventory register, grant applications and related materials, site research files)
Immigrant Settlement Assistance Program
Inter-Municipal Co-operation Assistance
Program
Legal Opinions on Legislation Impacting Local
Government
Local Improvement Procedures
Lottery Agreements
Multicultural Organizations
Municipal Administration Procedures
Municipal Boundary Alterations
Municipal Incorporations - Change of Status
Municipal Management Training
Municipal Policy Framework
Municipal Restructuring Assistance Program
(MRAP)
National Organizations
Northern Revenue Sharing
Northern Revenue Sharing Trust Account
Nuisances
Operational files
- Annual Survey of Public Libraries
- Assessment
- Community files
- Downtown Revitalization
- Grants-in-lieu of Taxes
- Industrial Towns
- Legal Interpretations
- Municipal Debentures and Debt
- Municipal Library Bylaws and Indian Bank Library Resolutions
- Municipal Statistics
- Population Projections and Census
- Property Tax Statistics
- *The Public Libraries Act*: inquiries
- Public Library Services
    - Interlibrary Loan Software
    - Library Access for Persons with Print Handicaps (Government Publications in Alternate Formats)
    - Library Rate Postal Subsidy
    - Library Services to Inner City Communities Conference
    - Minimum Regional Reference Standards working group
    - National Library Multilingual Biblioservice
- Reciprocal Borrowing
- Saskatchewan Assessment Management Agency
- Store Hours
- Taxes (includes business taxes, tax exemptions and discounts)
- Transportation
- Urban Parks
- Ward System
- Water and Sewer Operations
Policing Cost Restructuring Assistance
Programs and Grants to Municipalities
- Business Tax Assistance Special Recognition Program
- Community Capital Fund and Community Capital Fund II
- Community Development Assistance Program
- Community Services Contribution Program
- Cultural/Recreational Facilities Program
- Funding for Saskatchewan Assessment Management Agency
- Grants to Libraries: to assist in the operation of municipal, regional and northern libraries
- Inter-Community Co-operation Grants
- Inter-Municipal Recreation Program
- Local Improvement Districts
- Municipal Capital Program
- Municipal Road Ambulance Program

- Municipal Transit Assistance Program
- Municipal Winter Works Program
- Neighbourhood Improvement Program
- Provincial Capital Fund
- Revenue Sharing Grants
- Saskatchewan Community Builds Program
- Transit for the Disabled Program
- Urban Loan Assistance Program
- Urban Parks Program
- Urban Revenue Sharing

Provinces, Universities and Technical Institutes
Provincial Association of Resort Communities (PARCS)
Provincial Cultural Organizations
Provincial Disaster Assistance Program
Provincial Grants to Libraries
Provincial-Municipal Infrastructure Program
Recreation Associations
Resident Artist Program
Resource Centre Steering Committee
Road Classification
Rural and Urban Municipality Files
Rural and Urban Municipal Incorporations
Rural Municipal Administrators Association of Saskatchewan (RMAA)
Sask Sport Inc.
Saskatchewan Assessment Management Agency
Saskatchewan Association of Rural Municipalities (SARM)
Saskatchewan Heritage Foundation

- Board of Directors Appointments and Meetings
- Communications
- Donations of Property
- Finance Committee; Grants; and Planning and Priorities Committee Meetings
- Heritage Trust Agreements
- Provincial Auditor; Revenue Canada
- *The Saskatchewan Heritage Foundation Act*

Saskatchewan Municipal Board
Saskatchewan Parks and Recreation Association
Saskatchewan Urban Municipalities Association (SUMA)
Special Project Files

- Committee on Local Election Financing
- Local Government Finance Commission
- Municipal Boundaries Commission
- Municipal Potash Tax Sharing Administration Board
- Rail Relocation
- Regina Airport Expansion
- Regina Multi-modal Transportation Facility
- Regina Granular Activated Carbon Water Treatment System
- Saskatchewan Assessment Management Agency
- Special Initiatives for Multitype library projects: to benefit all types of libraries (Minister's Multitype Library Development Advisory Committee, Reference Pilot Project, Union Catalogue, Electronic Systems Committee)

Sport Associations
Sport Programs
Statistics
Statutory Planning and Zoning Documents
Store Hours
Transit for the Disabled
Urban Administration Development Program
Urban and Rural Revenue Sharing
Urban Dedicated Land
Urban Licence Inspectors Association (Saskatchewan)
Urban Municipal Administrators Association of Saskatchewan (UMAAS)
Urban Municipal Incorporations
Urban Municipality Files
Urban Parks Program
Urban Subdivision of Land Applications
Zone Sport Councils

PERSONAL INFORMATION

Architectural Approvals for Construction Alterations to Provincially Designated Buildings

Archaeological Permits
Designation and Appeals under *The Heritage Property Act*

Location: Heritage Branch **Information Maintained:** Name, Address, Telephone Number, Project Description **Uses:** Evaluate and Assess Applications **Users:** Heritage Branch Regulatory Staff **Type of Individuals:** Individuals and firms applying to conduct archaeology in Saskatchewan

Board of Examiners Files

Location: Community Support Services Branch **Information Maintained:** Permit and audit applications, correspondence, certificates of qualification, references, reports on work performance, university transcripts **Uses:** To determine eligibility for employment in municipal administrative positions **Users:** Members of the Board of Examiners **Type of Individuals:** All individuals who qualify for employment as clerks/administrators

Clerk/Administrator Files

Location: Community Support Services Branch **Information Maintained:** Name, address, work inspection reports **Uses:** Maintain record of work history, assess need for future programs and training **Users:** Advisory Services staff **Type Individuals:** Person employed by urban and rural municipalities

List of Members on Minister's Multitype Library Development Advisory Committee

Location: Provincial Library Branch **Information Maintained:** Names, addresses and phone numbers **Uses:** Information **Users:** Provincial Library **Type of Individuals:** Representatives of multitype library organizations (trustees and professionals of academic, public, school and special libraries), ratepayers (SUMA, SARM) and government (Saskatchewan Education, Saskatchewan Municipal Government)

List of Trustees on Saskatchewan Library Boards

Location: Provincial Library Branch **Information Maintained**: Names, addresses, phone numbers **Uses:** Information **Users:** Provincial Library **Type of Individuals:** Current trustees on Library Boards

Contain information related to community development, community land-use planning and development, information on municipal boundaries and advisory services files on urban and rural municipalities.

SASKATCHEWAN HOUSING CORPORATION

Saskatchewan Housing Corporation (SHC) is a Crown Corporation operated by Saskatchewan Municipal Affairs, Culture and Housing. SHC is responsible for the creation of sound public policy and the initiation and administration of effective housing programs and services. SHC provides access to affordable, suitable and adequate housing to people who have an identified need and who could not afford it without assistance.

LEGAL SERVICES

Establishes and implements legal policy and procedures for SHC, and provides advisory and consultative services to SHC staff in all matters of a legal nature.

FINANCIAL OPERATIONS BRANCH

FINANCIAL AND AUDIT SERVICES

Provides financial accounting, budgeting and reporting services for the operations of Saskatchewan Housing Corporation and the housing authorities. Maintains and controls financial accounting systems and settlement of funding with joint venture partners, principally Canada Mortgage and Housing Corporation. Conducts internal program and financial audits. Reviews and pays claims for Home Improvement Loans interest subsidies from lending institutions. Reviews and pays lender claims for mortgages defaulted under the Saskatchewan Mortgage Guarantee Program.

REPAIR GRANTS ADMINISTRATION

Responsible for delivery of grant programs of the Saskatchewan Housing Corporation, i.e. Home Modification for the Disabled Program; Residential Rehabilitation Assistance Program; Emergency Repair Program; Home Adaptations for Seniors' Independence Program.

POLICY AND PROGRAM SERVICES BRANCH

POLICY AND RESEARCH

Provides management support services to the executive of the Saskatchewan Housing Corporation and conducts and monitors research studies on issues or programs relating to the needs of the Corporation. It conducts housing related policy and program development activities for the Corporation.

PROGRAM AND TENANT SERVICES DEVELOPMENT

Working with Health, Social Services and other agencies, this unit is responsible for formulating, planning, developing and evaluating housing services programs delivered through the housing authorities. Through conducting demographic and social and health-related research and analysis, as well as consultations with tenants, their families and other stakeholders, the unit develops an understanding of current and future housing tenants. This information forms the basis for policy and program development as well as for the evaluation of housing services programs.

MORTGAGE AND LOAN PROGRAMS

Administers the mortgage and loan portfolios of Saskatchewan Housing Corporation and a portfolio of mortgages on behalf of Canada Mortgage and Housing Corporation. These mortgages and loans were provided under programs such as:

- Homeowner Program (formerly the Rural and Native Housing Program)
- Co-operative Housing - various programs
- Farm Housing Program
- Home Improvement Program Loans
- Non-Profit Housing - various programs

PROGRAM OPERATIONS BRANCH

SOCIAL HOUSING

Responsible for the ongoing management of housing to ensure that low-income seniors and families, as well as persons with disabilities, have access to safe, adequate and affordable accommodations. Rent is set at 25% of income. The housing units are administered by housing authorities and non-profit groups. Additional units are provided by private landlords through a Rent Supplement Program. Social Housing provides administrative support and direction to housing authorities and non-profits. Some housing authorities co-ordinate the delivery of up to five operational services: meals, laundry, housekeeping, co-ordination of social/ recreational activities and personal response systems through Saskatchewan Assisted Living Services (SALS) on a fee-for-service basis.

AFFORDABLE HOUSING

Works with non-profit organizations and co-operatives in the administration of housing for lower to moderate income families. In addition, Affordable Housing is responsible for the delivery and administration of housing and land initiatives to promote and encourage home ownership and rental housing in southern Saskatchewan.

TECHNICAL SERVICES

Provides technical, administrative and energy management expertise in the development and maintenance of cost effective suitable housing to various SHC branches, non-profit groups, housing authorities and agents, other government departments and the public.

NORTHERN HOUSING OPERATIONS

Provides administrative support and direction to the northern housing authorities. It directly manages a portfolio of staff housing, rental and mortgage social housing units. In addition, Northern Housing Operations is responsible for the delivery of new housing units and a variety of housing grants to assist in promoting and encouraging the construction of home ownership and private rental housing in northern Saskatchewan

GENERAL CLASSES OR TYPES OF RECORDS

Contain records pertaining to the administration of housing-related programs and initiatives.

Canada Mortgage and Housing Corporation (CMHC) Liaison Committee (minutes)
Community Home Incentive Program (CHIP)
Community Market Analysis
Construction Advance
Home Builders Assistance Programs
Home Now Program
Housing Authority Appointments and Agreements
Housing and Urban Development Association of Canada (HUDAC): includes policies, minutes, correspondence
Infill-housing: includes correspondence, inspection reports, applications for payment
Inspection Reports
Land: includes appraisals, infill sites, acquisition and holding, assembly, subdivision, lots and projects
Landscaping Tenders
Maintenance Manuals
Maps
Market Rent Surveys
Mortgage Administration
Non-Profit Housing Operating and Management Agreements
Program Administration: Build-a-Home Saskatchewan; Community Home Incentive Program (CHIP); Co-operative Building; Direct Lending; Emergency Repair Program; Energy Conservation; Enriched Housing; Farm Housing Program; Home Adaptation for Seniors Independence Program; Home Energy Loan; Home Modification for the Disabled Program; Innovative Housing; Neighbourhood Home Ownership Program (NHOP); Prairie Housing Development; Residential Rehabilitation Assistance Program; Saskatchewan Assisted Living Services (SALS); Saskatchewan Family Home Purchase Program; Rent Supplement; Saskatchewan HOME Program; Saskatchewan Mortgage Guarantee Program; Warm Up Saskatchewan
Project Inventory Report
Project Plans: site, survey and original project documents
Project Vacancy Report
Property: includes plans, maintenance, repairs and warranties
Proposals: grouping and program
Public Housing: includes tender documents, agreements and general administrative records
Rent Supplements
Rental Agreements
Saskatchewan Housing Corporation Board Minutes
Special Purpose Housing: group homes and special care homes
Statistical Data Base
Taxes (related to mortgages)
Urban Native Housing: agreements and subsidy approvals

PERSONAL INFORMATION

Information required to administer and determine eligibility for programs offered by Saskatchewan Housing Corporation.

Emergency Repair Program

Location: Financial Operations Branch
Information Maintained: applications, correspondence, income verification **Uses:** Determine applicant's eligibility for program **Users:** Program staff **Type of Individuals:** Program applicants and participants

Home Improvement Loans

Location: Policy and Program Services Branch **Information Maintained:** Applications, registered caveats, land titles documents, security agreements, collection letters, credit bureau reports and credit check reports, work completion forms, promissory notes, repayment history, appraised values and security documents **Uses:** Determine applicant's credit history, financial status and to maintain personal security of debt **Users:** Program staff **Type of Individuals:** Program applicants and participants

Home Modification for the Disabled

Location: Financial Operations Branch **Information Maintained:** Applications, estimates, doctor's certificates, income tax returns and commitments **Uses:** Determine eligibility of applicant, determine eligibility of funding **Users:** Program staff **Type of Individuals:** Program applicants and participants

Housing Authority Files

Location: Program Operations Branch, Local Housing Authority Offices, Housing Authority Territorial Offices **Information Maintained:** Applications for housing, name, address, telephone numbers, personal financial information, lease agreements, rent reviews, records of payments, correspondence, employee records, Housing Authority Board nominations and appointments **Uses:** Determine eligibility of applicant, determine amount of rental payment, record of payments made, maintain a record of tenancy, maintain employee records, monitor the performance of the Housing Authority, maintain record of corporate structure of Housing Authority **Users:** Housing Authority staff, Housing Division staff, auditors **Type of Individuals:** Applicants, present tenants, former tenants, employees, members of Housing Authority boards

Legal Matters

Location: Legal Services **Information Maintained:** Correspondence, decision rulings and opinions, policy and procedures **Uses:** Maintain a record of legal proceedings **Users:** Legal staff **Type of Individuals:** Past and present clients

Mortgages - General Files

Location: Policy and Program Services Branch **Information Maintained:** Applications, correspondence, income verification **Uses:** Determine applicant's credit history, financial status and to maintain personal security of debt **Users:** Program staff **Type of Individuals:** Persons holding mortgages with Saskatchewan Housing Corporation

Mortgages - Security Files

Location: Policy and Program Services Branch **Information Maintained:** Registered mortgage documents, promissory notes, subsidy agreements, fire insurance, surveyor's certificates, tax certificates, security agreements **Uses:** Maintain a record of mortgage security for loans held by Saskatchewan Housing Corporation **Users:** Program staff **Type of Individuals:** Program applicants and participants

Prairie Housing Development (PHD) (Non-Profit Rental Housing Program)

Location: Policy and program Services Branch **Information Maintained:** Socio-economic data on social housing tenants **Uses:** Internal reporting purposes **Users:** Research staff **Type of Individuals:** Housing tenants

Private Non-Profit Subsidized Housing Files

Location: Non-Profit Corporation's Agent's Office **Information Maintained:** Application for housing, name, address, telephone number, personal information, lease agreement, rent review, records of payment, correspondence, employee records **Uses:** Determine eligibility of application, determine amount of rental payment, record of payments made, maintain a record of tenancy, maintain employee records, monitor the performance of the non-profit group **Users:** Non-profit group and/or agent, Program Operations staff, auditors **Type of Individual:** Applicants, present tenants, former tenants, employees

Public Housing Survey

Location: Policy and Program Services Branch **Information Maintained:** Socio-economic data on social housing tenants, including household size, sex and age of head of household, source of income, household income and monthly rent **Uses:** Internal reporting purposes **Users:** Research staff **Type of Individuals:** Housing tenants

Residential Rehabilitation Assistance Program (Homeowner RRAP and RRAP for Disabled)

Location: Financial Operations Branch **Information Maintained:** Applications, inspections, commitments, mortgages, fire insurance, income tax returns **Uses:** Determine eligibility of applicant, record of payments made **Users:** Program staff **Type of Individuals:** Program applicants and participants

Homeowner Program (formerly Rural and Native Housing Program)

Location: Policy and Program Services Branch **Information Maintained:** Client name, spouse's name, marital status, legal description of mortgage property, mailing address of client, mortgage documents, promissory notes, leases, land titles documents, proof of fire insurance, payment type and amount, record of taxes paid on behalf of client **Uses:** General information and program maintenance, payment collection, maintenance of records on mortgaged and leased properties **Users:** Program staff, auditors **Type of Individuals:** Mortgage and rental clients

Saskatchewan Mortgage Guarantee Program

Location: Financial Operations Branch **Information Maintained:** Property legal description, appraised values, property values, applicant personal information, insurance agreements, surveyor's certificate, purchase information, mortgage information **Uses:** Maintain records **Users:** Program staff **Type of Individuals:** Program applicants and participants

ACTS FOR WHICH THE DEPARTMENT IS RESPONSIBLE:

- *The Amusement Ride Safety Act*
- *The Archives Act*
- *The Arts Board Act, 1997*
- *The Assessment Management Agency Act*
- *The Boiler and Pressure Vessel Act*
- *The Border Areas Act*
- *The Community Planning Profession Act*
- *The Controverted Municipal Elections Act*
- *The Culture and Recreation Act, 1993*
- *The Cutknife Reference Act*
- *The Department of Rural Development Act*
- *The Department of Urban Affairs Act*
- *The Doukhobors of Canada C.C.U.B. Trust Fund Act*
- *The Electrical Licensing Act*
- *The Emergency 911 System Act*
- *The Emergency Planning Act*
- *The Film Employment Tax Credit Act*
- *The Fire Prevention Act, 1992*
- *The Flin-Flon Extension of Foundaries Act, 1952*
- *The Gas Licensing Act*
- *The Heritage Property Act*
- *The Industrial Towns Act*
- *The Interprovincial Lotteries Act, 1984*
- *The Jean-Louis Legare Act/Loi Sur Jean-Louis Legare*
- *The Libraries Cooperation Act*
- *The Lloydminster Municipal Amalgamation Act, 1930*
- *The Local Government Election Act*
- *The Local Improvements Act, 1993*
- *The Meewasin Valley Authority Act*
- *The Multiculturalism Act*
- *The Municipal Board Act*
- *The Municipal Debenture Repayment Act*
- *The Municipal Development & Loan Act*
- *The Municipal Expropriation Act*
- *The Municipal Industrial Development Corporation Act*
- *The Municipal Reference Act*
- *The Municipal Revenue Sharing Act*
- *The Municipal Tax Sharing (Potash) Act*
- *the Municipality Improvements Assistance (Sask) Act*
- *The Northern Municipalities Act*
- *The Passenger and Freight Elevator Act*
- *The Planning and Development Act, 1983*

- *The Public Libraries Act, 1996*
- *The Rural Development Act*
- *The Rural Municipal Administrators Act*
- *The Rural Municipality Act, 1989*
- *The Saskatchewan Centre of the Arts Act*
- *The Saskatchewan Gaming Corporation Act* (in part)
- *The Saskatchewan Heritage Foundation Act*
- *The Saskatchewan Housing Corporation Act*
- *The Saskatchewan Multicultural Act*
- *The Subdivisions Act*
- *The Tartan Day Act*
- *The Tax Enforcement Act*
- *The Time Act*
- *The Uniform Building and Accessibility Standards Act*
- *The Urban Municipal Administrators Act*
- *The Urban Municipality Act, 1984*
- *The Wakamow Valley Authority Act*
- *The Wascana Centre Act*
- *The Western Development Museum Act*

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Municipal Affairs, Culture and
Housing
5th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4154
Fax: (306) 787-8571

MUNICIPAL EMPLOYEES' SUPERANNUATION COMMISSION

ADDRESS

c/o Public Employees Benefits Agency
10th Floor, 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

MANDATE

The Municipal Employees' Superannuation Commission is responsible for the administration of the Municipal Employees' Superannuation Plan, and its communications and investment activities. The Commission sets policy, reviews the performance of the fund, approves the payment of allowances granted under *The Municipal Employees' Superannuation Act* and addresses issues and concerns from employers and plan members.

ORGANIZATION

The Commission consists of nine members including a Chairman who represents the Government of Saskatchewan and is appointed by the Lieutenant Governor in Council; and representatives of the Saskatchewan Urban Municipalities Association, The Saskatchewan School Trustees' Association, The Saskatchewan Association of Rural Municipalities, The Rural Municipal Administrators' Association of Saskatchewan, The Association of School Business Officials of Saskatchewan, regional colleges as defined in *The Regional Colleges Act*, urban employees, and designated police and firefighters.

To discharge its various duties the Commission uses a number of organizations including the Plan Administrator (the Public Employees Benefits Agency), Investment Manager, Custodian, Asset Consultant, and Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the Commission including:

Actuarial Reports
Actuarial Valuations
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Plan Description (i.e. Member Handbook)
Reciprocal Agreements
Registration of the plan under *The Income Tax Act (Canada)* and *The Pension Benefits Act (Saskatchewan)*

PERSONAL INFORMATION BANKS

Pension Administration System

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits **Uses:** To control the collection of contributions, calculation of benefits, and payment of pension benefits **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan

Paper Files

Location: Public Employees Benefits Agency **Information Maintained**: Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (i.e. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who have or are in receipt of a pension or annuity, or have received a special payment (i.e. refund) under the plan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
c/o Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532
Fax: (306) 787-6576

MUNICIPAL FINANCING CORPORATION

ADDRESS

400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

The Municipal Financing Corporation of Saskatchewan was established to assist in making capital funds available for the financing of school, hospital and other essential construction and local improvement projects in cities, towns, villages and rural areas throughout the Province.

ORGANIZATION

Administration

The Corporation is administered by a Board of Directors through the use of staff and facilities provided by the Department of Finance and Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Agreements
General Policies
Insurance
Public Relations

PERSONAL INFORMATION

None

Accounting Services

Accounting services are provided by the staff of Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Loan agreements and documentation
Purchase agreements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investment Corporation
400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-9097
Fax: (306) 787-8030

OFFICE OF THE CHIEF ELECTORAL OFFICER

ADDRESS

1702 Park Street
Regina, Saskatchewan S4N 6B2

MANDATE

The Office of the Chief Electoral Officer is responsible for the administration of provincial elections, by-elections and provincial election finances under *The Election Act, 1996*. The office periodically conducts referenda and plebiscites under *The Referendum and Plebiscite Act* and time votes under *The Time Act*. The Office's mandate is to ensure public confidence in the integrity of the electoral process for the Saskatchewan electorate.

The Chief Electoral Officer is an independent officer of the Provincial Assembly, appointed by resolution of the Assembly.

GENERAL CLASSES OR TYPES OF RECORDS

Provincial Constituency Map
Composite Maps:
    Moose Jaw
    Prince Albert
    Regina
    Saskatoon
Individual Constituency Maps (depicting polling divisions)
Directory of Communities by Saskatchewan Electoral District (identifies provincial/ federal constituencies)
Returns:
    Candidate Election Expense Returns
    Registered Political Party Election Expense Returns
    Registered Political Party Fiscal Period Returns
Reports/Booklets:
    Final Report - Electoral Boundaries Commission 1988
    Final Report - Electoral Boundaries Commission 1991
    Final Report - Electoral Boundaries Commission 1993
    Provincial Elections in Saskatchewan 1905 - 1986 (to be updated in Fall of 2000)
    Report of Chief Electoral Officer - Twentieth General Election
    Report of Chief Electoral Officer - Twenty-First General Election
    Report of Chief Electoral Officer - Twenty-Second General Election
    Report of Chief Electoral Officer - Twenty-Third General Election
    Statement of Votes - Twenty-Fourth General Election (available in Spring of 2000)
    Statement of Election Campaign Receipts and Expenditures - Twenty-Fourth General Election (available in Fall of 2000)
    Annual Report of the Chief Electoral Officer (available in Fall of 2000)
The Election Act, 1996

PERSONAL INFORMATION

None

ADDRESS OF CO-ORDINATOR

Chief Electoral Officer
1702 Park Street
Regina, Saskatchewan S4N 6B2

Telephone: (306) 787-4000
1-877-958-8683
Fax: (306) 787-4052

OIL AND GAS CONSERVATION BOARD

ADDRESS

c/o Energy and Mines
2101 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

An Oil and Gas Conservation Board is in place. The purpose of this board is to review and provide recommendations on certain issues and disputes between oil and gas companies that have been referred to it by the Minister.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on general administrative matters, correspondence, minutes of meetings, financial, policy and planning matters and technical industry information to support application, hearings transcripts.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Energy and Mines
8th Floor, 2101 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2525
Fax: (306) 787-5718

POST-SECONDARY EDUCATION AND SKILLS TRAINING

ADDRESS

2220 College Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Department of Post-Secondary Education and Skills Training is to advance the societal, economic and personal well-being of Saskatchewan people by ensuring the availability of relevant post-secondary, skills training and labour market programs. The department focuses on responding to the learning needs of Saskatchewan youth and adults, and the employment needs of the provincial labour market.

ORGANIZATION

The department consists of ten branches. The branches report directly to the Deputy Minister, Assistant Deputy Minister and Associate Deputy Minister.

- Programs Branch
    - Special Needs Programs Unit
    - Training and Employment Programs Unit
    - Apprenticeship and Trade Certification Unit*
    - Apprenticeship Renewal
- Institutions Branch
- University Services Branch
- Policy and Evaluation Branch
    - Intergovernmental Relations Unit
    - Accountability and Evaluation Unit
    - Policy Unit
    - Labour Market Information Unit
- Regional Services Branch
    - Region 1 Office, LaRonge, SK.
    - Region 2 Office, North Battleford, SK.
    - Region 3 Office, Saskatoon, SK.
    - Region 4 Office, Regina, SK.
    - Region 5 Office, Yorkton, SK.
- Technology-Enhanced Learning Branch
- Student Financial Assistance Branch
- Human Resources Branch
- Communications Branch
- Finance and Operations Branch
    - Financial Planning and Administrative Services Unit
    - Facilities Planning and Capital Grants Unit
    - Corporate Information and Technology Unit
    - Legislative and Contract Services Unit
    - Correspondence Unit
    - Resource Centre Unit

*Effective October 1st, 1999, the Apprenticeship and Trade Certification Unit became the Apprenticeship and Trade Cerification Commission.

Programs Branch

The Programs Branch is responsible for the development and implementation of quality training and employment programs to meet the basic education, work experience and skill training needs of Saskatchewan adult learners generally, as well as employers, workers and unemployed persons.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the operation, administration and objectives of provincially sponsored training programs.

Literacy
Adult Basic Education (ABE)
JobStart/Future Skills
Sector Partnerships
Saskatchewan Training Strategy
General Education Development (GED)
English as a Second Language (ESL)

Employability Assistance for People with Disabilities (EAPD)
Links to Employment Program
Employment Programs

PERSONAL INFORMATION

ABE Records

Location: Special Needs Program Unit **Information Maintained:** Name, date of birth, social insurance number, address, gender, previous education, health services number, enrolment information (institute attending, year, etc.), program sponsorship, education history, marks, program type (GED, ESL, etc.), optional information **Uses:** Issue records of achievement, marks or certificates **Users:** Unit staff **Type of Individuals:** Students

EAPD Records

Location: Special Needs Program Unit **Information Maintained:** Name, date of birth, social insurance number, address, health services number, medical disability, social history, marital status, income and income source, previous education, record of standing **Uses:** Issue training records, application processing **Users:** Unit staff **Type of Individuals:** Students

JobStart/Future Skills Records

Location: Training and Employment Program **Information Maintained:** Participant's name (additional participant information held by training institutions) **Uses:** Program administration **Users:** Unit staff **Type of Individuals:** Participants

Apprenticeship Records

Location: Apprenticeship and Trade Certification Unit **Information Maintained:** Name, address, social insurance number, date of birth, gender, education and employment history, level and hours, marks, certificates **Uses:** Issue certificates **Users:** Unit staff **Type of Individuals:** Apprentices

Institutions Branch

The Institutions Branch works collaboratively with SIAST, Regional Colleges, private vocational schools and First Nations and Metis training institutions to advance the goals of the Saskatchewan Training Strategy.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the operation, administration and liaison with non-university post-secondary institutions.

Policy Development
Career Services
Private Vocational Schools
Operational Planning
Student Loans (Institutional Qualifications)
Career Information Hotline

PERSONAL INFORMATION

Private Vocational School - Student Records

Location: Private Vocational Schools **Information Maintained:** Name, date of birth, social insurance number, address, enrolment application, previous education, record of standing, financial information **Uses:** Transcripts of marks or diplomas **Users:** Unit staff **Type of Individuals:** Students

Private Vocational Schools - Instructor Eligibility

Location: Private Vocational Schools **Information Maintained:** Name, date of birth, social insurance number, address, qualifications, record of experience **Uses:** Determine eligibility **Users:** Unit staff **Type of Individuals:** Instructors

University Services Branch

The University Services Branch is responsible for the design, development, implementation, and evaluation of government's strategic involvement with the province's university sector and the Aboriginal institutions delivering university programs.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the administration of contracts for programs, the Acts concerning the provincial universities, and interprovincial agreements.

Contracts: Gabriel Dumont Institute
Saskatchewan Urban Native Teacher Education Program
Northern Teacher Education Program
Northern Professional Access College
University Development Initiatives
Interprovincial Agreements

PERSONAL INFORMATION

None

Policy and Evaluation Branch

The Policy and Evaluation Branch provides policy development, research and information, and evaluation services to support the department's priorities for post-secondary education, skills training, employment and labour market services. The branch also provides policy development, advice and support in areas where provincial post-secondary education, skills training and labour market development policies affect or are affected by related policies of the federal, other provincial, territorial and Aboriginal governments.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the development, implementation and delivery of policy initiatives concerning the issues in post-secondary education, Indian and Metis post-secondary education, student financial assistance, regional training needs, labour market planning, and inter-departmental and federal-provincial initiatives.

Program Service Evalution
Key Results for Reporting Information
Accountability Research
Policy and Research
Evaluation Services
Indian and Metis Policy and Research
Labour Market Information and Planning
Saskatchewan Training Strategy
Intergovernmental Agreements

PERSONAL INFORMATION

None

Regional Services Branch

The Regional Services Branch is responsible for the development and delivery of career and labour market services through regional Canada-Saskatchewan Career and Employment Services.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the provision of services provided by the Canada-Saskatchewan Career and Employment Services.

Electronic career services network
Employment programs and services

PERSONAL INFORMATION

Client Records

Location: Canada-Saskatchewan Career and Employment Services **Information Maintained:** Name, address, date of birth, social insurance number, health services number, assessment, employment and education history, service history, optional information. **Uses:** Employment and training referrals **Users:** Regional Services staff **Type of Individuals:** Clients

Technology-Enhanced Learning Branch

The Technology-Enhanced Learning Branch is responsible for promoting the use of technologies to enhance teaching and learning, extend access to learning in different ways and places, and develop niche potential of the province's post-secondary education and training programs and services.

GENERAL CLASSED OR TYPES OF RECORDS

Information relating to the development and implementation of multi-mode approaches in co-operation with post-secondary education and training partners and network service providers.

Instructional Strategies
Multimedia Program Development
Financial
Policy and Research
Provincial Learning Network
Distance Learning

PERSONAL INFORMATION

None

Student Financial Assistance Branch

The Student Financial Assistance Branch administers financial assistance programs for qualified Saskatchewan residents enrolled in approved post-secondary courses of study.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to student financial assistance programs.

Student Loans
Provincial Training Allowance/Provincial Youth Allowance
Skills Training Benefit

PERSONAL INFORMATION

Student Financial Aid

Location: Student Financial Assistance Branch **Information Maintained:** Name, date of birth, social insurance number, address, health services number, marital status, family composition, dependant information, spousal information, constitutional status, education history, financial information, student loan history, child or alimony support information, program of study, transcripts **Uses:** Determine eligibility for student financial assistance programs **Users:** Branch staff **Type of Individuals:** Applicants

Provincial Training Allowance (PTA)/ Provincial Youth Allowance (PYA) and Skills Training Benefits

Location: PTA/PYA and Skills Training Benefit Unit **Information Maintained:** Name, date of birth, social insurance number, health services number, gender, address, phone number, education and employment history, income, program information, marital status, family composition, dependant information, financial information, spousal information **Uses:** Determine eligibility for income support programs **Users:** Program staff **Type of Individuals:** Applicants

Human Resources Branch

The Human Resources Branch, a shared service with the Department of Education, provides advice, support and leadership in the strategic planning, management of department human resources and labour relations services.

GENERAL CLASSES OR TYPES OF RECORDS

Information on department personnel, payroll, benefits administration and labour relations.

Employment Equity
Health and Safety
Organization Charts

PERSONAL INFORMATION

Staff Records
Payroll Records

Communications Branch

The Communications Branch supports the strategic directions for post-secondary education and skills training in Saskatchewan and reflects government-wide priorities.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to department programs, services and policies respecting post-secondary education and skills training.

Press Releases
Newspaper Clippings
Speeches
Print Material

PERSONAL INFORMATION

None

Finance and Operations Branch

The Finance and Operations Branch, a shared service with the Department of Education, provides financial, operational, technological, contractual, legislative, administrative and research support to the department. The Branch is also responsible for the Resource Centre.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to administration, financial management, legislative instruments and contract development and management, resource distribution, and the distribution of operating funds to boards.

Facilities Planning
Federal-Provincial Funding
Capital Grants
Legislative and Contract Development and Management
Scholarships and Bursaries
Resource Centre
Administration Policy
Financial Planning
Contracts
Secondments
Technology
Correspondence Unit

PERSONAL INFORMATION

Staff and Contractor Payments

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Post-Secondary Education and Skills Training
2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-9846
Fax: (306) 787-7392

PRAIRIE AGRICULTURAL MACHINERY INSTITUTE (PAMI)

ADDRESS

P.O. Box 1900
Humboldt, Saskatchewan S0K 2A0

MANDATE

Prairie Agricultural Machinery Institute's mandate is to improve the design and aid in the selection and use of agricultural machinery in the prairie provinces.

ORGANIZATION

The Organization consists of the Minister of Agriculture and Food; PAMI Board of Directors; President/CEO; Operations Manager; Station Manager - Humboldt and the Station Manager - Portage la Prairie. The Institute consists of the following divisions: Machine Development Division, Administration Division, Applied Research Division, and Information Services.

GENERAL CLASSES OR TYPES OF RECORDS

PAMI publications and reports
PAMI Board members

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Prairie Agricultural Machinery Institute
P.O. Box 1900
Humboldt, Saskatchewan S0K 2A0

Telephone: (306) 682-2555
Fax: (306) 682-5080

PROVINCIAL MEDIATION BOARD/OFFICE OF THE RENTALSMAN

ADDRESS

120 - 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Provincial Mediation Board assists debtors and creditors by mediating disputes and reaching satisfactory settlements for the payment of indebtedness without the necessity of legal proceedings, and provides budgeting and record keeping assistance.

The Office of the Rentalsman, acting under *The Residential Tenancies Act,* investigates applications and complaints made by landlords and tenants of residential premises, and provides resolutions in the form of mediated settlements and/or quasi-judicial decisions.

The Provincial Mediation Board/Office of the Rentalsman has offices in Regina and Saskatoon.

GENERAL CLASSES OR TYPES OF RECORDS

Abandoned Property
Agricultural Leaseholds Act
Budget and Credit Counselling
Budgeting Assistance (BA)
Consumer Proposals (CP)
Debt Counselling (DC)
Disposition of Security Deposit
Immediate Possession
Land Contracts (Actions) Act - Notice of Intention
Land Titles Act - Section 134
Landlord and Tenant Act - Hardship
Mediation of Debts Settlements (MD)
Part X - *Bankruptcy Act* - Orderly Payment of Debts
Rent Review
Ruling on Dispute
Statutory Rights
Tax Enforcement Proceedings

PERSONAL INFORMATION

Mediation of Debts Settlement (MD); Debt Counselling (DC); Budgeting Assistance (BA); Budget and Credit Counselling ; Consumer Proposals (CP); and Orderly Payment of Debts (OPD)

Location: Provincial Mediation Board **Information Maintained:** Debtor's name, address, age, education, occupation, sex, SIN number, family composition, assets, liabilities, income; Creditor's name, address, amount of debt, account number, security held; Consolidation Order or agreement to resolve debts **Uses:** To determine debtor's ability to repay debts **Users:** Provincial Mediation Board staff **Type of Individuals:** Debtors and creditors

Tax Enforcement Proceedings

Location: Provincial Mediation Board **Information Maintained:** Property owner's name, address, legal description of land under tax arrears, financial information, proposals to discharge tax arrears, and decision of the Board **Uses:** Determine whether municipalities should be granted consent to apply for title to property under tax arrears **Users:** Provincial Mediation Board staff **Type of Individuals:** Owners of land which is subject of applications by municipalities to take title because of property tax arrears

Landlord and Tenant Act - Hardship

Location: Provincial Mediation Board **Information Maintained:** Tenant's name, address, family composition, occupation, and description of hardship; landlord's name, address and reasons for eviction; Decisions of the Board **Uses:** To determine whether the tenant can remain in possession of rented property **Users:** Provincial Mediation Board staff **Type of**

Individuals: Tenants and landlords who rent commercial and non-urban property

Land Contracts (Actions) Act

Location: Provincial Mediation Board **Information Maintained:** Property owner's name, address, mortgage arrears, Notice of Intention to foreclose, financial information and lender's name and address **Uses:** To assist the Board in providing assistance on foreclosure proceedings to lenders and borrowers in regard to non-rural property **Users:** Provincial Mediation Board staff **Type of Individuals:** Property owners against whom a lender issues a Notice of Intention to foreclose on a mortgage or cancel an agreement for sale

Agricultural Leaseholds Act

Location: Provincial Mediation Board **Information Maintained:** Renter's name, address, full details of lease and description of crop. Landlord's name and address; Decision of the Board **Uses:** Enable the Board to resolve a dispute between a landlord and tenant concerning the completion of the harvest after the lease is terminated **Users:** Provincial Mediation Board Staff **Type of Individuals:** Landlords and tenants subject to applications

Landlord Titles Act - **Section 134**

Location: Provincial Mediation Board **Information Maintained:** Names and addresses of owners, lender and proposed renter; Reason for lender's proposal to lease land to other than owner; Decision of the Board **Uses:** Enable the Board to decide if consent should be granted to lender's proposal **Users:** Provincial Mediation Board staff **Type of Individuals:** Property owners and proposed renter

Immediate Possession; Abandoned Property; Ruling on Dispute; Enforcement of Statutory Rights; Security Deposits

Location: Office of the Rentalsman **Information Maintained:** Landlord and tenant names and addresses, address of rented premises, *Residential Tenancies Act* application, supporting documents, representations of applicant and respondent, and decisions of the Rentalsman/ Provincial Mediation Board **Uses:** Enable the Office of the Rentalsman/Provincial Mediation Board to determine landlord and tenant disputes under *The Residential Tenancies Act* **Users:** Office of the Rentalsman/Provincial Mediation Board staff **Type of Individuals:** Tenants and landlords (unless incorporated)

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

PUBLIC AND PRIVATE RIGHTS BOARD

ADDRESS

#323 - 3085 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

As set out in *The Expropriation Procedure Act*, the Public and Private Rights Board was established to assist landowners whose land is, or is about to be expropriated by a Provincial Government expropriating authority.

ORGANIZATION

The Board is a one-member board and is set up to assist the land owner and expropriating authority in negotiating a settlement deemed fair and equitable by both parties.

The Board conducts investigations into the route, situation or design and the compensation of a public improvement or proposed public improvement.

GENERAL CLASSES OR TYPES OF RECORDS

Client Files
Correspondence with the Department of Justice
Correspondence with the Minister of Justice
Program-related correspondence with
    government agencies

PERSONAL INFORMATION

Investigations

Location: Public and Private Rights Board **Information Maintained:** File reference; name, address, telephone number of land owner and expropriating authority; Notice of Requirement of Easement; nature of dispute; related correspondence; terms of settlement (if applicable) **Uses:** To assist landowners and expropriating authorities in resolving their disputes **Users:** Public and Private Rights Board staff and mediators **Type of Individuals:** Land owners requesting the assistance of the Public and Private Rights Board and the respective expropriating authority

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

PUBLIC EMPLOYEES SUPERANNUATION SUPERVISORY BOARD

ADDRESS

c/o Public Employees Benefits Agency
10th Floor, 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

MANDATE

The Public Employees Superannuation Supervisory Board is responsible for the administration of the Public Employees Superannuation Plan, its communications and investment activities. The Board sets policy, reviews the performance of the superannuation fund and the annuity fund, approves special agreements, and enters into contracts for special services (i.e. technical support).

ORGANIZATION

The Board consists of seven members appointed by the Lieutenant Governor in Council. To discharge its various duties the Board uses a number of organizations, including: the Plan Administrator (the Public Employees Benefits Agency), Investment Manager, Custodian, Asset Consultant, and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the Board including:

Actuarial Valuations
Actuarial Reports
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Plan Description (i.e. Member Handbook)
Registration of the plan under *The Income Tax Act*
Reciprocal Agreements

PERSONAL INFORMATION

Pension Administration System

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service, pension benefits **Uses:** To control the collection of contributions, calculation of benefits, and payment of pension benefits **Users:** Public Employees Benefits Agency staff **Type of Individuals:** Individuals who participate or have participated in the pension plan.

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (i.e. refunds) to eligible plan members **Users:** Public Employees Benefits Agency staff **Type of Individuals:** Individuals who participate or have participated in the pension plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532
Fax: (306) 787-6576

PUBLIC SERVICE COMMISSION (PSC)

ADDRESS

2100 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Public Service Commission is the independent agency responsible for leading effective human resource management in government and representing the public interest in the administration of *The Public Service Act, 1998*.

ORGANIZATION

The Public Service Commission (PSC) is organized into three divisions - Administrative and Information Services, Employee Relations and Human Resource Development. The PSC provides services from its Regina and Saskatoon offices.

ADMINISTRATIVE AND INFORMATION SERVICES DIVISION

The Division provides executive direction, leadership in policy and administration, financial and human resource management, communications and computer services to the Commission. It also operates two government-wide human resource computer information systems.

GENERAL CLASSES OR TYPES OF RECORDS

Department organization
General administration and financial management records and manuals
Human resource policies
Information technology information
Publications

PERSONAL INFORMATION

Government Central Registry

Location: Public Service Commission File Room **Information Maintained:**

1. Employee files for current and former employees, competition files, position files **Uses:** Human resource management **Users:** PSC, department personnel responsible for human resource management employees, public (for employment verification only) **Type of Individuals:** Public service employees with the exception of casual and Labour Service employees

2. Information Systems - electronic records of employees, their job assignments and benefits **Uses:** Internal human resource administration **Users:** PSC and department personnel responsible for human resource management **Type of Individuals:** All Saskatchewan government employees and contract employees

Public Service Commission (Council)

Location: Chair's Office **Information Maintained:** All documentation relating to appeals under section 30 of *The Public Service Act* to the Public Service Commission (Council) including correspondence from appellant and the Public Service Commission **Uses:** To seek information if questions arise regarding specific appeals **Users:** Employees within the public service who have launched an appeal under section 30 of *The Public Service Act, 1998* **Type of Individuals:** Employees who have filed appeals

EMPLOYEE RELATIONS DIVISION

The Division is comprised of two units, the Compensation and Classification Branch and the Labour Relations Branch. The mandate of this Division is to provide comprehensive compensation, classification and labour relations services to Executive Government.

Compensation and Classification Branch

The Branch is responsible for compensation policy development, the provision of bargaining support to the Labour Relations Branch, the administration of out-of-scope compensation and the determination of job worth by developing and applying classification standards.

GENERAL CLASSES OR TYPES OF RECORDS

Classification Plans
Compensation Research
Occupational Information
Pay Schedules
Salary Administration

PERSONAL INFORMATION

None

Labour Relations Branch

The Branch negotiates and administers two collective agreements covering approximately 10,000 employees appointed pursuant to *The Public Service Act*. The Branch provides labour relations advice to government departments and agencies.

GENERAL CLASSES OF TYPES OF RECORDS

Contract Administration
Employment Related Policies
Personnel Policies

PERSONAL INFORMATION

None

HUMAN RESOURCE DEVELOPMENT DIVISION

The division provides staffing standards and means to evaluate applicants to facilitate recruitment of public service employees; developmental services in support of building and maintaining management capability; employee and family assistance counselling; employment equity leadership and programs; and leadership in the transition of the human resource management function across the public service.

The Staffing Teams are responsible for managing recruitment, selection and related human resource functions for all government departments.

The Core Competency and Assessment Tool Development Team is responsible for the development and maintenance of staffing standards and assessment tools to assist the human resource community and managers in the recruitment and selection of candidates.

The Management Development Centre (MDC) provides learning and development services to build leadership capacity within executive government. The MDC offers consulting support to senior managers and human resource professionals in their ongoing efforts to improve individual and organizational effectiveness.

The mandate of the **Employee and Family Assistance Program** is to offer assistance in the work and personal health counselling needs of employees by providing professional/confidential assessment, referral and counselling services to employees and eligible family members; and facilitating learning events on organizational health for department intact work groups.

The mandate of the **Employment Equity Unit** is to coordinate and monitor the government's employment equity program.

GENERAL CLASSES OR TYPES OF RECORDS

Core Competency Profiles
Course Design
Course Participation Registration
Employee and Family Assistance Program
  Information
Employment Equity Program and Annual Report
Learning Resource Centre

PERSONAL INFORMATION

Re-employment

Location: Human Resource Development Division **Information Maintained:** Names of individuals who have re-employment rights with the government **Uses:** To re-employ individuals **Users:** Human Resource Development Division **Type of Individuals:** Individuals with re-employment rights

Summer Student Program

Location: Human Resource Development Division **Information Maintained:** Resumes **Uses:** To staff government positions under the Summer Student Program **Users:** Summer Student Program staff **Type of Individuals:** Individuals who have applied for the Summer Student Program.

Non-Permanent and Employment Equity Inventories

Location: Human Resource Development Division **Information Maintained:** Resumes **Uses:** To refer resumes to departments for possible employment **Users:** Staffing Services/ department hiring managers **Type of Individuals:** Individuals who have applied for employment with the Government of Saskatchewan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Public Service Commission
2100 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7555
Fax: (306) 787-4074

PUBLIC SERVICE SUPERANNUATION BOARD

ADDRESS

c/o Public Employees Benefits Agency
10th Floor, 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

MANDATE

The Public Service Superannuation Board is responsible for the administration of the Public Service Superannuation Plan, Anti-Tuberculosis League Superannuation Plan, and the Saskatchewan Transportation Company Superannuation Plan. The Board sets policy, reviews the performance of the Anti-TB League and STC Superannuation Funds, approves the payment of allowances and addresses issues and concerns from employers and plan members.

ORGANIZATION

The Board consists of three members who are appointed by the Lieutenant Governor in Council.

To discharge its various duties the supervisory board uses a number of organizations including the Plan Administrator (the Public Employees Benefits Agency, Investment Manager, Custodian, Asset Consultant, and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the supervisory board including:

Actuarial Reports
Actuarial Valuations
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Plan Description (i.e. Member Handbook)
Reciprocal Agreements
Registration of the plan under the *Income Tax Act*

PERSONAL INFORMATION

Plan Members

Location: Public Employees Benefits Agency **Information Maintained**: Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses**: To calculate and pay benefits or special payments (i.e. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532
Fax: (306) 787-6576

SASKATCHEWAN ARCHIVES BOARD

ADDRESS

3303 Hillsdale Street
University of Regina
Regina, Saskatchewan S4S 0A2

MANDATE

Administers *The Archives Act*; acquires, preserves, arranges and describes significant documentary records in all media from government and private sources that relate to the history of Saskatchewan; obtains from Saskatchewan government agencies relevant non-current records through statutory control and from private sources through donation or purchase; makes accessible and encourages the use of the province's collected documentary heritage.

ORGANIZATION

The Saskatchewan Archives Board is a corporate body with membership consisting of eight members appointed by the Lieutenant Governor-in-Council. According to statue, one member of the Board is the nominee of the University of Saskatchewan, and one is the nominee of the University of Regina. *The Archives Act* also stipulates that two board members be appointed from the public service. Board members serve for a term of two years and may not serve more than two consecutive terms. A chairperson, who is designated by the Lieutenant Governor-in-Council, heads the Saskatchewan Archives Board. The Provincial Archivist, who also acts as Secretary to the Archives Board, administers the staff and operation of the archives. Facilities for administration, consultation and research are located in Regina and Saskatoon.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information selected for permanent preservation from most government agencies. Also contain information concerning individuals who lived in Saskatchewan or who contributed to the growth and development of the province; corporate records of various organizations; ministerial papers; general administrative and operational records associated with the acquisition, preservation, arrangement and availability for research of historical records.

There are records contained in the Maps and Architectural Drawings, Sound and Moving Image, and Historical Photographs Sections, as well as unprocessed records in storage which are government records. These will appear in a revised edition of the Directory.

Private records in whatever media, are exempt from *The Freedom of Information and Protection of Privacy Act*. Access to these records is defined through donor agreement.

Accession Records
Arrangement and Description Records
Document transfer/removal forms, cataloguing
    worksheets
Automation
Cabinet Submissions
Catalogue and Card Indexes
Collections
Disposal, Transfer and Preservation
Directories
Grants
Guides, Inventories, and Finding Aids to
    Archival Holdings (all media)
Microfilm, Photostat and Photographic
    Reproductions
News Releases
Public Documents Committee
Records Retention
Reel Information Sheets
Researcher Registration Records
Restricted Records Material
Saskatchewan History
Stack Access Database to Archival Holdings
Tours

Records relating to the following agencies:

Advisory Council
Advisory Planning Committees
Agricultural Credit Corporation

Agricultural Development Corporation of Saskatchewan (Agdevco)
Agricultural Implements Board
Agricultural Machinery Board
Agriculture Development Fund
Board of Highway Commissioners
Board of Revenue Commissioners
Budget Bureau
Bureau of Child Protection
Bureau of Labour and Public Welfare
Bureau of Publications
Bureau on Alcoholism
Buy Saskatchewan
Celebrate Saskatchewan
Commission of Inquiry
Community Colleges
Constituency Boundaries Commission
Crop Insurance Board
Crown Investments Corporation
Department of Advanced Education and Manpower
Department of Agriculture
Department of Agriculture and Food
Department of Community Services
Department of Consumer Affairs
Department of Consumer and Commercial Affairs
Department of Co-operation and Co-operative Development
Department of Culture and Recreation
Department of Culture and Youth
Department of Economic and Co-operative Development
Department of Economic Development
Department of Economic Development and Tourism
Department of Economic Development and Trade
Department of Economic Diversification and Trade
Department of Education
Department of Education, Training and Employment
Department of Energy and Mines
Department of Environment and Public Safety
Department of Environment and Resource Management
Department of Finance
Department of Government Services
Department of Health
Department of Highways
Department of Highways and Transportation
Department of Human Resources, Labour and Employment
Department of Industry and Commerce
Department of Industry and Information
Department of Intergovernmental Affairs
Department of Justice
Department of Labour
Department of Mineral Resources
Department of Municipal Affairs
Department of Municipal Government
Department of Natural Resources
Department of Northern Saskatchewan
Department of Parks and Renewable Resources
Department of Parks, Recreation and Culture
Department of Public Health
Department of Public Participation
Department of Public Works
Department of Railways
Department of Railways, Telegraphs and Telephones
Department of Reconstruction and Rehabilitation
Department of Revenue, Supply and Services
Department of Rural Development
Department of Social Services
Department of Social Welfare
Department of Social Welfare and Rehabilitation
Department of Supply and Services
Department of Telephones
Department of the Attorney-General
Department of the Environment
Department of the Provincial Secretary
Department of the Territorial Secretary
Department of Tourism and Renewable Resources
Department of Tourism and Small Business
Department of Tourism, Small Business and Co-operatives
Department of Trade and Investment
Department of Urban Affairs
Economic Advisory and Planning Board
Executive Council
Executive Committee
Family Foundation
Golden Jubilee Choir
Government Finance Office
Heritage 85
Highway Traffic Board
Indian and Metis Affairs
Indian and Native Affairs Secretariat
King's Printer
Labour Management Legislative Review

Committee
Land Titles Office
Land Utilization Board
Legislative Assembly Office
Legislative Library
Lieutenant-Governor
Local Government Board
Local Government Continuing Committee
Local Improvement Districts
Master of Titles
Medical Care Insurance Commission
Milk Control Board
Mineral Contracts Renegotiation Board
New Careers Corporation
Northern Affairs Secretariat
North-West Territories
North-West Territories Council
Office of the Rentalsman
Penal Commission
Power Resources Commission
Prairie Provinces Water Board
Premier's Office
Provincial Auditor
Provincial Library
Provincial Mediation Board
Public Sector Price and Compensation Board
Public Service Commission
Queen's Printer
Regional Colleges
Rent Appeal Commission
Royal Commissions
Rural Telephone Companies
Saskatchewan 90th Anniversary Office
Saskatchewan Alcohol and Drug Abuse Commission (SADAC)
Saskatchewan Archives Board
Saskatchewan Arts Board
Saskatchewan Diamond Jubilee and Centennial Corporation
Saskatchewan Diamond Jubilee Corporation
Saskatchewan Economic Development Board
Saskatchewan Economic Development Corporation (SEDCO)
Saskatchewan Educational Communications Corporation (Sask-Media)
Saskatchewan Farm Loan Board
Saskatchewan Government Insurance
Saskatchewan Government Insurance Office
Saskatchewan Government Purchasing Agency
Saskatchewan Government Telephones
Saskatchewan Guarantee and Fidelity Company Limited
Saskatchewan Hearing Aid Plan
Saskatchewan Heritage 1985
Saskatchewan Housing Corporation
Saskatchewan Human Rights Commission
Saskatchewan Indian and Metis Department
Saskatchewan Land Bank Commission
Saskatchewan Liquor and Gaming Authority
Saskatchewan Liquor Board
Saskatchewan Municipal Board
Saskatchewan Pension Plan
Saskatchewan Police Commission
Saskatchewan Power Corporation
Saskatchewan Property Management Corporation
Saskatchewan Relief Commission
Saskatchewan Safety Council
Saskatchewan Science Council
Saskatchewan Securities Commission
Saskatchewan Seniors Secretariat
Saskatchewan Telecommunications (SaskTel)
Saskatchewan Water Corporation
Saskatchewan Water Resources Commission
SaskExpo '86 Corporation
School Districts
School Divisions
School for the Deaf
South Saskatchewan River Development Board
South Saskatchewan River Development Commission
Superintendent of Insurance
Task Forces
Tourism Saskatchewan
Treasury Department
Union Hospitals
Wascana Centre Authority
Western Development Museum
Women's Secretariat

PERSONAL INFORMATION

Contain information on individuals, collected for operational purposes or as part of the Archival Collection for historical or research purposes.

PERSONAL INFORMATION (Archives)

Bibliography of Genealogical Sources

Location: Regina Office **Information Maintained:** Name, Address, Phone Number, Association or Affiliation, Book Titles, Organizations, Area of Francophone and/or Indian and Metis Specialization **Uses:** Archives **Users:** Francophone Archivist and Researchers **Type of Individuals:** Specialists and Genealogists

Correspondence Files

Location: Regina Office **Information Maintained:** Name and Address of Individual, Group, etc., Request for information, Reply by staff **Uses:** Archives **Users:** Archives Staff **Type of Individuals:** Researchers, Interested Parties

Donor Agreement Records

Location: Regina and Saskatoon Offices **Information Maintained:** Name of Individual, Association, etc., Name of Papers, Research/ Access Restrictions on Collection, Correspondence regarding donation **Uses:** Archives **Users:** Archivists **Type of Individuals:** Donors

Donor Card Index for Historical Photographs Section

Location: Regina Office **Information Maintained:** Name, Address, Accession Number, Collection Number **Uses:** Historical Photographs Section **Users:** Photographs Staff **Type of Individuals:** Donors

Enquiries Management Database

Location: Regina Office **Information Maintained:** Name, Address, Subject, Date of receipt and Response, Sources consulted, Time Spent in Research, File Reference Number **Uses:** Archives **Users:** Reference Staff **Type of Individuals:** Researchers

Index of Names/Contacts Related to Fransaskois Archives

Location: Regina Office **Information Maintained:** Name, Address, Telephone Number, Affiliation **Uses:** Francophone Archives **Users:** Francophone Archivist **Type of Individuals:** Contact people in Archives, Education, Indian and Metis matters, Media, and other areas

Inter-Library Loan Database

Location: Regina Office **Information Maintained:** Name of Library, Individual Borrowing Record, Address, Record Borrowed **Uses:** Archives **Users:** Reference Staff **Type of Individuals:** Researchers

Mailing Lists

Location: Regina and Saskatoon Offices **Information Maintained:** Name and Address of Individuals, Associations, Groups **Uses:** Annual Report, Saskatchewan History Distribution **Users:** Archives Staff **Type of Individuals:** Interested Parties

Photographers' Indexes

Location: Regina Office **Information Maintained:** Name, Address, Photograph Numbers (of records in collection) **Uses:** Historical Photographs Section **Users:** Photographs Staff **Type of Individuals:** Photographers

Researcher Registration Database

Location: Regina Office **Information Maintained:** Name, address, research subject **Uses:** Archives **Users:** Reference Staff **Type of Individuals:** Researchers and Visitors

PERSONAL INFORMATION (Collection)

Many of the records held by the Saskatchewan Archives contain personal information. Some examples of the type of personal information held by the Saskatchewan Archives are as follows:

Bureau of Public Health, Hospital Records of Government Aided Institutions, 1922 (R-777)

Location: Regina Office **Information Maintained:** Name of Hospital, Individual, Date of admission and discharge, Number of days confined; Total cost **Uses:** Research; **Users:** Researchers **Type of Individuals:** Patients

Debt Adjustment Board, Administrative Records, Monthly Returns and Case Files from Arcola, Swift Current and Yorkton Judicial Districts, 1932-1946 (Micro. R-2.271 to 2.276a; R-2.223 to 2.238 pt., 2.239 pt. to 2.241; 2.277; R-2.195 to 2.217a)

Location: Regina Office **Information Maintained:** (case files): Name, Address, Detailed financial information; Land description; Marital status; Number of children; Lists of assets; creditors, etc., **Uses:** Research **Users:** Researchers **Type of Individuals:** Debtors

Department of Agriculture, Plant Industry Branch, Records Relating to Alfalfa Seed Projects, Cooperative Pastures, Fodder Policy; Ledgers Indicating Farmers who have Applied for Assistance in Converting Marginal Land to Perennial Forage Production; 1952-1969 (R-539)

Location: Regina Office **Information Maintained:** (ledgers): Name, Address, Land Description, Number of Acres **Uses:** Research **Users:** Researchers **Type of Individuals:** Farmers

Department of the Attorney General, Case Files Relating to Charges Laid Under the Liquor Act, Vehicle Act and Criminal Code, 1961-1970 (R-708) [Sampled]

Location: Regina Office **Information Maintained:** Name, Date of Birth, Address, Occupation, Nationality, Charge, Disposition, Facts of Case **Uses:** Research **Users:** Researchers **Individuals of Bank:** Persons charged under the Liquor Act, Vehicle Act and Criminal Code

Department of the Attorney General, Case Files Relating to Charges Under the Criminal Code, 1961-1970 (R-321.2) [Sampled]

Location: Regina Office **Information Maintained:** Name, Address, Age, Charge, Statements, Summaries of police investigation, Correspondence with prosecutor and defence, etc. **Uses:** Research **Users:** Researchers **Type of Individuals:** Persons charged with a criminal offence

Department of the Attorney General, Deputy Minister's Office, Lists of Volunteers & Reservists Resident to Saskatchewan, Names of Wives of Soldiers, 1914-1915 (R-270.2)

Location: Regina Office **Information Maintained:** (Volunteers and Reservists): Name, Rank, Address, Regiment Number; (Wives): Name, Address, Husband's Regiment **Uses:** Research **Users:** Researchers **Type of Individuals:** Volunteers, Reservists, Wives of Soldiers

Department of the Attorney General, Records Relating to Individual and Groups Suspected of Unpatriotic Activities with an Index of Names, c.1939-1946 (R-604)

Location: Regina Office **Information Maintained:** Name, Address, statements on character and activities; miscellaneous information **Uses:** Research **Users:** Researchers **Type of Individual:** Persons charged under the Defence of Canada Regulations

Department of the Attorney General, Office of the Official Guardian, Notices Issued Under *The Infants Act*, Consents and Certificates Issued Under *The Land Titles Act*, 1918-1948 (R-272) [Sampled]

Location: Regina Office **Information Maintained:** Name, details of property, letters of administration or probate, Information on the disbursement of moneys, Medical reports; **Uses:** Research **Users:** Researchers **Type of Individuals:** Deceased persons, minor beneficiaries, mentally incompetent persons

Department of Education, Index to Teachers, 1908-1927 (R-177.11)

Location: Regina Office **Information Maintained:** Name, School District, Address, Certificate Number, Wages, Type of Certificate, Year **Uses:** Research **Users;** Researchers **Type of Individuals:** Teachers

Department of Educaiton, Grade VIII Examination Results, 1910-1931 (R-177.10/3)

Location: Regina Office **Information Maintained:** Name, Address, Age, School District, Examination Centre, Examination Results **Uses:** Research **Users:** Researchers **Type of Individuals:** Students

Department of Education, Nationality of School Districts, List of Married Female Teachers, List of Teachers Who are Sisters, 1906-1923 (R-177.10/4)

Location: Regina Office **Information Maintained:** (Married Female Teachers): Married Name, Maiden Name, Year of Teacher, Registration; (Sisters): Secular name, Religious Name, Year of Teacher Registration **Uses:** Research **Users:** Researchers **Type of Individuals:** Married Female Teachers, Teaching Sisters

Department of Education, Permanent Record of Students, Regina Normal School, 1915-1920 (R-177.11)

Location: Regina Office **Information Maintained:** Name, date and place of birth, previous professional training, teaching experience, religion, health, next of kin, academic record, position secured on graduation **Uses:** Research **Users:** Researchers **Type of Individuals:** Students

Department of Education, Register of Certificates Granted to Teachers by the Department, 1903-1904 (R-177.11)

Location: Regina Office **Information Maintained:** Name, Certificates Granted, Dates, References, Educational Background **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

Department of Education, Superintendents' Reports and Teachers Lists, 1906-1966 (R-177.10/10)

Location: Regina Office **Information Maintained:** (Superintendents' Reports): Name, Address, Experience, Tuberculosis Test Date; Personal Ability Comments; (Teachers Lists): Name, address In or Out of Town **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

Department of Educaiton, Teachers Lists, 1963-1971 (R-177.9)

Location: Regina Office **Information Maintained:** Names, Address, School Unit, Number of Pupils, Grades Taught, Salary, Type of Certificate, Year Appointed; **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

Department of Education, Teachers' Reading Course, 1912-1929 (R-177.11)

Location: Regina Office **Information Maintained:** Name, Certificate Class, Courses Taken and Completed. **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

Department of Education, Teachers Superannuation Commission, Inactive Teachers Registers, 1912-1938 (R-329)

Location: Regina Office **Information Maintained:** Name, Age, Address, Birthplace, Type of Certificate, Professional Training **Uses:** Research **Users:** Researchers **Type of Individual:** Teachers

Dominion Lands Branch/Saskatchewan Lands Branch, Homestead Records, c.1880s-c.1930s (R-8.1 to R-8.1714; Saskatoon).

Location: Regina Office and Saskatoon Office **Information Maintained:** Land Description, Name, Address, Occupation, Date of Naturalization, Number in family, Nationality, Country of origin, Date of entry, Details of land improvements, Stock held, Cultivation on land, Value of dwelling, Date of patent, etc. **Uses:** Research **Users:** Researchers **Type of Individuals:** Homesteaders

Department of Health, Psychiatric Services Branch, Weyburn Psychiatric Centre, Correspondence, Minutes, Briefs and Reports, Register of Patients, 1921-1975 (R-626)

Location: Regina Office **Information Maintained:** (Register): Name, Date of Admission, Place of Birth, Race, Residence, Sex, Age, Number of Children, Occupation, Education, Religion, Diagnosis, Result **Uses:** Research **Users:** Researchers **Type of Individuals:** Patients

Department of Health, Regional Health Service Branch, Hospital Patient Records and Charts, 1942-1957 (R-658)

Location: Regina Office **Information Maintained:** Name, Race, Age, Religion, Details of health, Medical History **Uses:** Research **Users:** Researchers **Type of Individuals:** Patients

Department of Justice, Regina Correctional Centre, Closed Inmate Files, 1969-1981 (R-949, R-949.2, R-1120) [Sampled]

Location: Regina Office **Information Maintained:** Name, Age, Address, Next of Kin, Fingerprints, Nationality, Racial origin, Date and place of birth, Occupation, Physical description, Scars or tattoos, Details of charge, Period of incarceration **Uses:** Research **Users:** Researchers **Type of Individuals:** Inmates

Department of Labour, Occupational Health and Safety Branch, Record of Engineers' Certificates, 1901 - c.1930 (R-688)

Location: Regina Office **Information Maintained:** Name, City or Town of Residence, Date, Certificates Issued **Uses:** Research **Users:** Researchers **Type of Individuals:** Engineers

Department of Municipal Affairs, Assessment Roll and Register for the Large Local Improvement Districts Nos. 601-639, 1909 (Micro. S.5.2)

Location: Saskatoon Office **Information Maintained:** Name, Land description, Owner/ Renter, Acreage, Amount assessed, etc. **Uses:** Research **Users:** Researchers; **Type of Individuals:** Residents

Department of the Provincial Secretary, Membership Lists of Professional Associations, Institutes, and Societies, 1943-1963 (R-192.5; R-861)

Location: Regina Office **Information Maintained:** Name, Address, Date of Admission if applicable; Maiden name; Registration number **Uses:** Research **Users:** Researchers **Type of Individuals:** Professional Association Members

Department of Public Health, Ledgers of Medical Health Officers, Municipal Doctor and Nurses, Private Hospitals and Other Medical Facilities for Villages, Towns and Rural Municipalities, 1929-1934 (R-780.1)

Location: Regina Office **Information Maintained:** Town, Village, Rural Municipality, Name Address, Fees, Location of Hospitals **Uses:** Research **Users:** Researchers **Type of Individuals:** Medical Health Officers, Doctors, Nurses

Department of Public Health, Ledger of Breast Cases at Regina Clinic and Register of Drugless Practitioners, 1918-1936 (R-780.2)

Location: Regina Office **Information Maintained:** (Regina Clinic): Name, Age, Sex, Race, Occupation, Number of Gestations, Duration of Lactations, Significant Injuries, Date, Physician First Consulted; Diagnosis, Prognosis, Treatment, etc. (Practitioners); Name, Address, Date of Registration, Type of Practice, Education **Uses:** Research; **Users:** Researchers **Type of Individuals:** Patients, Practitioners

Department of Public Health, Psychiatric Services Branch, Patients Committed to Mental Institutions, 1890-1960 (R-194.4) [Sampled]

Location: Regina Office **Information Maintained:** Name, Date judged insane, Date of Committal, Date of Discharge, Details of Mental Illness; (may include): residence, age, occupation, religion, place of birth; number of dependents, parents names, names of other relations **Uses:** Research **Users:** Researchers **Type of Individuals:** Mentally ill patients

Department of Social Services, Human Resources, Development Agency, Administrative and Case Files, 1966-1978 (R-1014)

Location: Regina Office **Information Maintained:** (Case Files): Name, Address, Social Insurance Number, Age, Spouses' Name, Financial Information **Uses:** Research **Users:** Researchers **Type of Individuals:** Loan Applicants

Department of Social Services, Regina Correctional Centre, Inactive Inmate Files, 1964-1976 (R-291, R-292, R-471, R-849, R-1034) [Sampled]

Location: Regina Office **Information Maintained:** Name, Age, Date of Birth, Address, Racial Origin, Marital Status, Number of Dependents, Physical Description, Fingerprints, Education, Offence, Length of Sentence, etc. **Uses:** Research **Users:** Researchers; **Type of Individuals:** Inmates

Department of Social Services, Rehabilitation Branch, Case Files, 1950-1968 R-1246) [Sampled]

Location: Regina Office **Information Maintained:** Name, Address, Marital Status, Age, Social History, Date of Birth, Spouse's Name, Names of Children and Year of Birth, Assets, Financial Information, Occupation, Medical and/or Psychological Report **Uses:** Research **Users:** Researchers **Type of Individuals:** Clients

Department of Social Welfare, Home for the Infirm, Wolseley, Lunacy Register and Sustenance Transfer Ledgers, c.1903-1946 (R-776)

Location: Regina Office **Information Maintained:** (Lunacy Register): Name, Committing Magistrate, Date of Committal, Date of discharge, Date of order by Attorney-General, Remarks; (Sustenance Ledgers): Name, Address, Date admitted, Payee (R.M. Village, Town, etc.), Monies paid, **Uses:** Research; **Users:** Researchers **Type of Individuals:** Mentally Ill, Individuals requiring social assistance

Department of Social Welfare and Rehabilitation, Disabled Persons Allowance Files, 1954-1957 (R-198) [Sampled]

Location: Regina Office **Information Maintained:** Name, Address, Date of Birth, Country of origin, Marital status, Date of marriage, Names of family members (date of birth, residence and relationship), Assets, Medical history, etc.; **Uses:** Research **Users:** Researchers **Type of Individuals:** Disabled Persons

Department of Social Welfare and Rehabilitation, Public Assistance Branch, Mothers' Allowance Case Files, 1920-1943 (S-SW.2)

Location: Saskatoon Office **Information Maintained:** Name, Age, Number of children, Marital status, Income, Economic circumstances, Recommendations, Amount granted **Uses:** Research **Users;** Researchers; **Type of Individuals:** Eligible Mothers

Department of Social Welfare and Rehabilitation, Public Assistance Branch, Old Age Pension Files, 1928-1947 (S-SW.2) [Sampled]

Location: Saskatoon Office **Information Maintained:** Name, Age, Income, Personal circumstances, etc. **Uses:** Research **Users:** Researchers **Type of Individuals:** Pensioners

Executive Council Office, Oaths of Allegiance and Office of Justices of the Peace, 1896-1908 (R-178.3)

Location: Regina Office **Information Maintained:** Name, Address, Oaths taken, Year; **Uses:** Research **Users:** Researchers **Type of Individuals:** Magistrates

Provincial Mediation Board, Agricultural Land Debt Survey, 1943, For Selected Rural Municipalities and Local Improvement Districts, 1943 (Micro. S-5.1)

Location: Saskatoon Office **Information Maintained:** Name, Age, State of ownership, Cultivated acreage, Tenant and Age; **Uses:** Research **Users:** Researchers **Type of Individuals:** Assessed Owners

Saskatchewan Archives Board, Pioneer Questionnaires, 1955 (Micro. R-2.167 to R-2.168) [Sampled]

Location: Regina Office **Information Maintained:** Name, Address, Birthplace, Year Arrived in Western Canada, "Pioneer", Address, Name of Father and his Occupation, Details of pioneer experience **Uses:** Research; **Users:** Researchers **Type of Individuals:** Pioneer Residents of Western Canada

Saskatchewan Farm Loan Board, Individual Loan and Foreclosure Files, Accounting Records, Correspondence, Debentures, 1923-1948 (S-FL) [Sampled]

Location: Saskatoon Office **Information Maintained:** (Loan Files): Loan number, Name, Land description, Legal correspondence, Payments; (Foreclosure Files): Name, Land description, Mortgage, Financial and Legal correspondence, Sale of land **Uses:** Research **Users:** Researchers **Type of Individuals:** Clients

Saskatchewan Government Insurance, General Claims Files, 1973 (R-317) [Sampled]

Location: Regina Office **Information Maintained:** Name (Person or Company), Address, Details of Claim, Amount Paid Out, Photos of Damage, etc. **Uses:** Research **Users:** Researchers **Type of Individuals:** Individuals Placing Claims

Treasury Department, Comptroller's Division, Seed Grain Ledgers for Rural Municipalities 1 to 529, 1938 (Micro, R-2.364)

Location: Regina Office **Information Maintained:** Rural Municipality, Name, Addresses, Land Description, Monies Advanced, Payments Made **Uses:** Research **Users:** Researchers **Type of Individuals:** Farmers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Archives Board
c/o University of Regina
Regina, Saskatchewan S4S 0A2

Telephone: (306) 787-3864
Fax: (306) 787-1975

SASKATCHEWAN ARTS BOARD

ADDRESS

3475 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate and purposes of the Arts Board are the following:

- to support and facilitate public access to and participation in the arts;
- to support the Saskatchewan arts community;
- to foster excellence in the arts;
- to encourage quality in creative expression and management of arts activity;
- to support and encourage innovation and development in the arts through education, training, creation, production, presentation, touring and distribution, marketing, collection, appreciation, preservation, research and study;
- to support and encourage the arts of both Aboriginal peoples and the ethnic communities of Saskatchewan;
- to promote public appreciation and understanding of the arts;
- to establish advisory processes by which the arts community can be involved in operational and program policy development for the Arts Board;
- to establish adjudication processes that ensure assessment by qualified persons from the arts community.

The Arts Board, in carrying out its mandate and fulfilling its purposes, may:

- consult and co-operate with persons, agencies groups and organizations to support arts activity;
- co-operate with universities, school boards, schools and other educational institutions in Saskatchewan to promote the following:
    - (i) student access and exposure to the arts in Saskatchewan;
    - (ii) teacher training in the arts;
    - (iii) the development, commissioning, and acquisition of Saskatchewan-based resources related to the arts, including material representing cultural diversity and Aboriginal arts;
- enter into any agreement with any person agency, organization, association, institution or body that the Arts Board considers necessary to carry out its mandate and fulfil its purposes;
- where requested, serve as trustee of any trust fund and manage and administer the trust fund in accordance with its terms.

To further its mandate and fulfil its purposes, the Arts Board may invest in any class of equity investment prescribed by the regulations, to a maximum amount prescribed by the regulations, which may be expressed as a percentage of the annual funding of the Arts Board.

ORGANIZATION

The authority of the Saskatchewan Arts Board rests with the Board of Directors, which is appointed by the Minister responsible in accordance with *The Arts Board Act (1997)*. The Executive Director and staff implement policy decisions of the Board.

GENERAL CLASSES OR TYPES OF RECORDS

Records relating to the history and operations of the Saskatchewan Arts Board including: minutes of meetings, policies and procedures, reports, plans and studies, budgets, publicity and promotions.

Advocacy and Issues in the arts including advice, proposals, recommendations, reports, analyses and statistics
Arts Events - conferences, congresses, festivals, workshops and symposia in Saskatchewan

Arts Organizations
Grants to arts organizations, groups, and individuals
Permanent Collection - acquisition, management and use

PERSONAL INFORMATION

Artists

Location: Saskatchewan Arts Board
Information Maintained: name, address, citizenship, gender, social insurance number, financial information relating to grants, statement of professional standing, education history, transcripts of marks, employment history, record of professional activity in the arts (for example: exhibition history, publishing history, performance history) **Uses:** determine eligibility for grants and appropriate grant category, evaluate and assess individual assistance grant applications, maintain permanent file of professional activity and experience in the arts
Users: staff, adjudicators, researchers, scholars
Type of Individuals: artists or other individuals involved in the arts in the Province of Saskatchewan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Arts Board
3rd Floor, 3475 Albert Street
Regina, Saskatchewan
S4P 3V7

Telephone: (306) 787-4056
Fax: (306) 787-4199

SASKATCHEWAN CENTRE OF THE ARTS

ADDRESS

200 Lakeshore Drive
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Saskatchewan Centre of the Arts is to enhance the quality of life of the people of Saskatchewan by providing quality facilities, programs and services for entertainment, educational and cultural activities in a cost effective manner.

ORGANIZATION

The Saskatchewan Centre of the Arts operates as a single unit.

GENERAL CLASSES OR TYPES OF RECORDS

Box office information
Convention bookings
Office rentals
Policies and Procedures
Sales and administration
Theatre booking

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Centre of the Arts
200 Lakeshore Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 565-4500
Fax: (306) 565-3274

SASKATCHEWAN COMMUNICATIONS NETWORK (SCN)

ADDRESS

North Block
2440 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

Saskatchewan Communications Network (SCN) develops and uses technologies to provide all Saskatchewan residents with access to cost effective educational, informational and cultural programming, and training opportunities.

ORGANIZATION

Saskatchewan Communications Network is a Crown Corporation with its head office located in Regina. Organizational structure is comprised of:

SCN Cable Network

SCN consists of two interrelated networks and a multimedia unit that supports work on both networks. The broadcast Network delivers educational programming to homes and schools using the province's cable, wireless cable, and direct-to-home television systems. SCN broadcasts from 10:30 a.m. to 12:00 a.m. each weekday (8:00 a.m. to 12:00 a.m. weekends), and schedules specific curriculum support broadcasts, as well as a wide range of educational, informational, and cultural programming. The Broadcast Network has a potential viewership of approximately 700,000 individuals in Saskatchewan.

SCN Training Network

The SCN Training Network provides Saskatchewan people with opportunities for formal education and training in over 150 communities. The province's universities and SIAST work closely with SCN and the Regional Colleges to deliver credit programs to more than 180 Saskatchewan classrooms. SCN's Training Network gives people access to credit programming in or near their own communities.

Government, corporations, and other organizations have utilized SCN's Training Network for satellite conferencing. SCN provides an economical training system to help businesses and organizations deliver seminars and/or training programs across Saskatchewan. Satellite conferencing is an efficient, economical and effective way to simultaneously communicate with a dispersed audience.

SCN's multimedia unit partners with other educational institutions and media producers to expand the range of delivery options for training and credit education.

For further information on SCN's programs and services, please contact:

SCN Public Affairs
North Block
2440 Broad Street
Regina, Saskatchewan
S4P 3V7
Toll-free: 1-800-667-5055
Telephone: (306) 787-0490
Fax: (306) 787-0496
E-mail: scn@uregina.ca
Web site: www.scn.sk.ca

Board of Directors

The Board meets monthly and at call to discuss policy and issues.

Corporate Structure

Consists of the President's Office, the Public Affairs Office, the Operations Division, and the Programming Division.

The Operations Division is comprised of: Administration, Finance, Human Resources, Marketing, the Training Network, Network Support Unit (in Operations), Technical Operations, and Multimedia Unit. The Programming Division is comprised of: Programming and Acquisitions.

GENERAL CLASSES OR TYPES OF RECORDS

Board Minutes
Broadcast Network
Canadian Radio-Television and Telecommunications Commission (CRTC)
    Marketing
Public Affairs
Training Network

PERSONAL INFORMATION

SCN Program Guide Mailing List (discontinued)

Location: Print West Communications **Information:** Name and address of individuals who request the guide on a regular basis **Uses:** To deliver the Program Guide quarterly **Users:** Staff **Type of Individuals:** Individuals who request the guide on a regular basis (Not currently maintained, or in use)

Program Guide has been discontinued.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Communications Network
North Block
2440 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-0447
Fax: (306) 787-0496

SASKATCHEWAN CROP INSURANCE CORPORATION (SCIC)

ADDRESS

Box 3000, 484 Prince William Drive
Melville, Saskatchewan S0A 2P0

MANDATE

To provide crop production insurance to farm businesses in order to manage production risk and to stabilize the farm economy.

ORGANIZATION

Saskatchewan Crop Insurance (SCIC) is part of the portfolio of the Minister of Agriculture and Food. The Corporation is comprised of seven divisions: Field Operations, Finance and Administration, Planning and Development, Information Technology, Human Resources, Audits, and Communications.

All divisions report to the General Manager. The General Manager reports to the Deputy Minister of Saskatchewan Agriculture and Food. The Deputy Minister, along with farmer representatives and government officials, sits on the Board of Directors. The Board of Directors, through the Deputy Minister, reports to the Minister of Agriculture and Food.

In addition, SCIC has an Appeal Panel, which consists of five producers who listen to customer appeals and mediate between the corporation and customer.

FIELD OPERATIONS DIVISION

This division is responsible for 21 customer service offices located throughout the province. It is directly involved in answering customer service inquiries, dispatching adjusters and claims adjusting. The division is responsible for program sales and gathers insurance data.

FINANCE AND ADMINISTRATION DIVISION

This division provides receivable, payable, payroll, budget and financial reporting functions for the Corporation. It is also responsible for customer accounting and indemnity payments. Records management, mail and supplies, and purchasing are also functions of the division. This division also receives, coordinates, and prepares responses to Freedom of Information requests.

PLANNING AND DEVELOPMENT DIVISION

This division is responsible for the research, analysis and development of programs and policies to provide the Corporation's customers with up-to-date programs. Other responsibilities of this division include consultation, program legislation/policy and federal/provincial agreements.

INFORMATION TECHNOLOGY DIVISION

This division is the corporate data centre which collects and processes the Corporation's data. It is responsible for the development and maintenance of the computer systems used by the Corporation. It also provides help desk and user support services.

HUMAN RESOURCES DIVISION

This division is responsible for employee training, staffing and classification. Its function is to aid relations between employees and management.

AUDITS DIVISION

This division conducts internal audits as well as determines the accuracy of claims and procedures, ensuring fiscal responsibility. The division is also responsible for co-ordinating and referring customer concerns to the Provincial Appeal Panel.

COMMUNICATIONS DIVISION

This division provides information services to the Corporation's customers and staff through explanatory and promotional material. The division also co-ordinates corporate attendance at external events and activities.

GENERAL CLASSES OR TYPES OF RECORDS

Acreage Insured
Appeal Panel
Corporate Board Meeting Minutes
Crops Insured
Grain Quality Factors
Indemnities
Liability
Number of Contracts by Crop and Customer
Premium Tables
Premiums
Soil Classifications
Yields

PERSONAL INFORMATION

Customer Account Files

Location: Head Office **Information Maintained:** All details of financial transactions between the corporation and its customers **Uses:** To maintain control over accounts receivable and accounts payable **Users:** Corporation staff and customers **Type of Individuals:** All active customers and all customers with an account balance

Customer Information Files

Location: Head Office **Information Maintained:** Contains customer demographics, acres insured, yields appraised or harvested, indemnities, board decisions and correspondence to and from customers **Uses:** verify insurance coverage **Users:** corporation staff and referenced by customer **Type of Individuals:** all customers, both active and inactive

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Crop Insurance Corporation
Box 3000, 484 Prince William Drive
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7253
Fax: (306) 728-7268

SASKATCHEWAN DEVELOPMENT FUND CORPORATION

ADDRESS

400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

The Saskatchewan Development Fund Corporation was established in 1974 to administer the Saskatchewan Development Fund. The Saskatchewan Development Fund is a low risk investment fund designed to provide both income and long-term investment growth to residents of the province. In 1983, the Fund discontinued the sale of new shares to the public.

ORGANIZATION

Administration

The Saskatchewan Development Fund Corporation is administered by the Saskatchewan Development Fund Corporation's Board of Directors through the use of staff and facilities provided by Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Agreements
General Policies
Insurance
Public Relations

PERSONAL INFORMATION

None

Accounting Services

Accounting services for the Saskatchewan Development Fund Corporation are provided by the staff of Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Purchase Agreements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investment Corporation
400 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-9097
Fax: (306) 787-8030

SASKATCHEWAN GAMING CORPORATION

ADDRESS

1880 Saskatchewan Drive
Regina, Saskatchewan S4P 0B2

MANDATE

The Saskatchewan Gaming Corporation was established as a Treasury Board Crown Corporation in June 1994. It was created to operate Casino Regina in partnership with the Federation of Saskatchewan Indian Nations under a historic agreement that provides for joint operation and revenue sharing.

The corporation was established specifically to conduct the operational aspects of Casino Regina, as distinct and separate from regulatory responsibility, which is under the jurisdicition of the Saskatchewan Liquor and Gaming Authority.

ORGANIZATION

SGC is comprised of the following divisions: Finance and Administration, Operations, Marketing, Human Resources and Aboriginal Affairs, Corporate Affairs and Strategic Planning, and Security and Surveillance.

Finance and Administration Branch

The Finance and Administration branch provides support services in the areas of budgeting, accounting revenue and expenditure control, purchasing, computer systems management and administrative analysis.

GENERAL CLASSES OR TYPES OF RECORDS

Acts and legislation
Accounts and accounting
Agreements
Budgets
Committees and commissions
Computer software and service support contract
Contracts
Cooperation and liaison
Expenditure control
Facilities and operations
Finance reports and audits
Payroll
Procurement of goods and services
Reports and statistics

PERSONAL INFORMATION

None

Operations Branch

The Operations department covers a wide variety of subject matter of concern to the Saskatchewan Gaming Corporation. Included are records relating to technical operations, gaming equipment, equipment testing and maintenance and individual games case files of all table games, slot machines, food and beverage services, casino services including customer service, staff uniform room, gift shop and parking lot.

GENERAL CLASSES OR TYPES OF RECORDS

Casino technical equipment maintenance
Complaints tracking
Employee uniform records
Gaming vendors/suppliers
Parking lot
Slot machines
Table games
Tournaments

PERSONAL INFORMATION

None

Marketing Branch

The Marketing department is responsible for Casino Regina promotional projects, advertising in various media (print, television, radio, etc.), marketing research, player relations, etc..

GENERAL CLASSED OR TYPES OF RECORDS

Advertising
Bus tours
Direct mail
Entertainment
Guest database
Marketing research
Player relations
Promotions

PERSONAL INFORMATION

None

Human Resources and Aboriginal Affairs

The Human Resources and Aboriginal Affairs branch provides service to the corporation in training and development, labour relations, benefits administration, recruitment and staffing, employee and family assistance, and employment equity.

GENERAL CLASSES OR TYPES OF RECORDS

Accidents and injuries
Administrative and procedural manuals
Benefits and services to employees
Classification and position files
Employment equity
Employee lists
Health and safety
Human Resource policies and procedures
Labour relations
Staffing

PERSONAL INFORMATION

None

Corporate Affairs

This department is responsible for internal and external communications, government and media relations, support and liaision with SGC's Board of Directors, regulatory affairs, community relations, corporate sponsorships, and strategic planning.

GENERAL CLASSES OR TYPES OF RECORDS

Annual report
Board of Directors
Briefing notes
Complaints and Inquiries
Executive correspondence
Legal matters
Media monitoring
Newsletters
News releases
Pamphlets
SGC Scholarship program
Speeches

PERSONAL INFORMATION

None

Security and Surveillance

The Security and Surveillance department maintains records relating to the issuing of gaming licenses, monitoring and surveillance, incident logs, etc., all related to security concerns in Casino Regina.

GENERAL CLASSES OR TYPES OF RECORDS

Corporate history
Gaming control tapes
Gaming investigation reports
Security incident logs and reports
SGC employee gaming licenses

PERSONAL INFORMATION

Banned Patrons (includes involuntary and voluntary bans)

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Gaming Corporation
1880 Saskatchewan Drive
Regina, Saskatchewan S4P 0B2

Telephone: (306) 787-1241
Fax: (306) 787-1440

SASKATCHEWAN GOVERNMENT GROWTH FUND MANAGEMENT CORPORATION

ADDRESS

1210 - 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

MANDATE

SGGF Management Corporation is responsible for the management and administration of its eight subsidiaries, Saskatchewan Government Growth Fund Ltd., Saskatchewan Government Growth Fund II Ltd., Saskatchewan Government Growth Fund III Ltd., Saskatchewan Government Growth Fund IV Ltd., Saskatchewan Government Growth Fund V (1997) Ltd., Saskatchewan Government Growth Fund VI Ltd., Saskatchewan Government Growth Fund VII Ltd., and Saskatchewan Government Growth Fund VIII Ltd., (collectively the "Funds").

The Funds operate under the Immigrant Investor Program established in 1986 by Citizenship & Immigration Canada (formerly Employment & Immigration Canada). This program is designed to stimulate the economy by investing capital in Saskatchewan businesses on commercial terms. The source of this capital is foreign investors who wish to immigrate to Canada. Their substantial financial commitment provides significant economic benefits to Saskatchewan by helping businesses grow and diversify and by creating or maintaining employment. The Funds also act as a vehicle to facilitate the foreign investor's qualification as a Canadian Permanent Resident.

ORGANIZATION

SGGF Management Corporation, a provincial crown corporation was created by Order-in-Council 30/89 on January 11, 1989 pursuant to *The Crown Corporations Act, 1978*. Its head office is located in Regina, Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

SGGF Management Corporation contains general administrative records as described in the common records section.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SGGF Management Corporation
1210 - 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

Telephone: (306) 787-7270
Fax: (306) 787-2086

SASKATCHEWAN GOVERNMENT INSURANCE

ADDRESS

2260 11th Avenue
Regina, Saskatchewan S4P 0J9

MANDATE

Saskatchewan Government Insurance (SGI) operates a full line of general insurance (SGI CANADA) with the exception of life and crop insurance. SGI administers the driver and vehicle licensing, driver examination and controls, vehicle standards and inspections and traffic safety programs. SGI also administers the compulsory basic auto insurance program on behalf of the Government of Saskatchewan.

Saskatchewan Government Insurance has its head office located in Regina and provides services through its branches, license issuers, and independent agents throughout the province.

To locate the appropriate section of SGI, this chapter has been divided into four sections; namely: Divisions that provide service to SGI's operating divisions; General Insurance/SGI Canada; Licensing and Basic Auto Insurance; and Claims and Salvage.

DIVISIONS THAT PROVIDE SERVICE TO SGI'S OPERATING DIVISIONS

Saskatchewan Government Insurance is organized with a common support structure for all programs. The divisions that make up this group are Systems, Finance, Human Resources, Corporate Communications, Corporate Services and Corporate Relations.

Systems Integration

Systems Integration is a support area responsible for the specification, development and maintenance of computer information systems and support of personal computer systems within the Corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records relative to their responsibilities.

PERSONAL INFORMATION

None

Data Centre

The Data Centre is a support area responsible for the installation and maintenance of computer and related equipment, operating systems software, the integrated voice and data networks, the batch data entry, and the scheduling and running of production computer jobs within the corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records relative to their responsibilities.

PERSONAL INFORMATION

None

Finance

Report accurate timely financial information, comply with the financial reporting requirements of the Legislative Assembly of Saskatchewan and manage funds to meet the short and long-term requirements of the corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records associated with performance of their duties.

PERSONAL INFORMATION

None

Human Resources

The Human Resources department handles staff recruitment, selection and training; administers salary, benefit and pension programs; acts as management's representatives in contract negotiations; and is responsible for SGI's employment equity program.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on employee files and programs.

PERSONAL INFORMATION

None

Corporate Communications

To write, design and produce all forms of internal and external print communication for SGI/SGI CANADA.

GENERAL CLASSES OF TYPES OF RECORDS

Project files
Research files

PERSONAL INFORMATION

None

Corporate Services

Provides the support functions of the corporation including buildings, renovations, maintenance, purchasing, warehousing, mail services and records management.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records concerning the various functions they perform.

PERSONAL INFORMATION

None

Corporate Relations

Responsible for public relations functions and conducting public promotional campaigns for the corporation.

GENERAL CLASSES OR TYPES OF RECORDS

All records are administrative.

PERSONAL INFORMATION

None

GENERAL INSURANCE/ SGI CANADA

Develop and market a complete line of general insurance products, except for life and crop insurance, on a competitive basis empowered by the *Saskatchewan Government Insurance Act, 1980*, SS 1979-80 c.S-19.1.

General Insurance/SGI CANADA is located in SGI's head office. This division consists of four departments, Personal Lines, Commercial Lines, Reinsurance, and Agency Relations. The insurance is marketed to the public by a network of independent agents throughout the province.

Personal Lines

The Personal Lines department of SGI CANADA develops, markets, underwrites, and delivers Home, Farm and Automobile Extension insurance products and services that meet the requirements of their customers.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policy holders, policies in force, renewed or lapsed, premiums written, losses incurred, claims history, communications, policy processing and production, rates, policy wordings, and marketing.

Agency Performance Profiles
Agency Production
Agent Communication
Claims Statistics
Marketing Policy and Research
Personal Lines Policies
Policy Wording Archives
Product Performance Statistics
Product Profiles
Product Research and Development
Rate Review and Development
Underwriting Policy

PERSONAL INFORMATION

Contain information and correspondence relating to the issuance of insurance policies, source documents supporting underwriting decisions, and information on claims and other activities that are not a part of a public record.

Policy File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation of personal, financial and historical information relating to insurance applications and policies **Uses:** Support decisions to accept or decline the application for insurance and to provide information necessary to issue the policy **Users:** Designated Personal Lines underwriting staff, and when required, Claims and Legal staff **Type of Individuals:** Individuals applying for insurance coverage on automobiles, homes, farms and personal property

Inspection Reports

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Personal and property information including appraisals **Uses:** Evaluate the hazards and value of property to determine their insurability and rates; make recommendations for loss prevention and control **Users:** Designated Personal Lines underwriting staff and, when required, Claims, Legal, Reinsurance, and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on automobiles, homes, farms, and personal property

Universal Underwriting File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation of personal, financial and historical information relating to insurance applicants **Uses:** Support underwriting decisions where an unusual hazard is present **Users:** Designated Personal Lines underwriting staff, and when required, Claims and Legal staff **Type of Individuals:** Policy-holders and applicants for insurance where the risk or object of insurance coverage exhibits an unacceptable level of risk for insurance purposes

Commercial Lines

The Commercial Lines Department of SGI CANADA develops, markets, underwrites, and delivers commercial insurance products and services that meet the requirements of their customers.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policy-holders, policies in force, renewed or lapsed, premiums written, losses incurred, claims history, communications, policy processing and production rates, policy wordings, and marketing.

Agency Performance Profiles
Agency Production
Agent Communication
Claims Statistics
Commercial Lines Policies
Fire Protection Surveys
Map Cards
Marketing Policy and Research
Policy Wording Archives
Portfolio Hazard and Limits Profiles
Product Performance Statistics
Product Profiles
Product Research and Development
Rate Review and Development
Reinsurance Cessions
Underwriting Policy

PERSONAL INFORMATION

Contains information and correspondence relating to the issuance of insurance policies, source documents supporting underwriting decisions, and information on claims and other activities that are not a part of a public record.

Policy and Bond Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation of personal, financial and insurance information along with progress reports, bond specifics and authorizations **Uses:** Support decisions to accept or decline the application for insurance, and to provide information necessary to issue the policy **Users:** Designated Commercial Lines underwriting staff and, when required, Claims, Legal, Reinsurance and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on commercial automobiles and property

Quote Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation on personal, financial and insurance information along with appropriate authorizations **Uses:** Support a quotation for insurance coverage and the price for such coverage **Users:** Designated Commercial Lines underwriting staff and, when required, Claims, Legal, Reinsurance, and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on commercial automobiles and property

Loss Prevention and Control Files

Location: SGI CANADA, Head Office **Information Maintained:** Documentation and correspondence on personal and insurance related information **Uses:** Determine the hazards that exist at a risk location and make recommendations for eliminating or controlling those hazards **Users:** Designated Commercial underwriting staff and, when required, Claims, Legal, Reinsurance and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on commercial automobiles and property

Universal Underwriting File

Location: SGI CANADA, Head Office **Information Maintained:** Documentation of personal, financial and historical information relating to insurance applications **Uses:** Support underwriting decisions where an unusual hazard is present **Users:** Designated Commercial Lines underwriting staff and, when required, Claims and Legal staff **Type of Individuals:** Policy holders and applicants for insurance where the risk or object of insurance coverage exhibits an unacceptable level of risk for insurance purposes

Contractor Information Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation and correspondence relating to personal, financial and insurance related information **Uses:** Support decisions to issue or decline requests for bonding and to provide the necessary information to issue the bonds as required **Users:** Designated Commercial Lines staff and, if required, Claims, Litigation, Reinsurance, and Auditing staff **Type of Individuals:** Individuals who wish to use SGI CANADA's bonding facilities as their need arises

Reinsurance

The Reinsurance department of SGI CANADA develops and administers a ceded reinsurance program for the property and casualty business written by the corporation and administers the run-off of the assumed reinsurance portfolio.

GENERAL CLASSES OR TYPES OF RECORDS

Contain records relating to reinsurance assumed and ceded, facultative and treaty, statistics and correspondence relating to all aspects of reinsurance.

PERSONAL INFORMATION

Reinsurer and Broker Correspondence Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation and correspondence on name, address, financial, contractual and statistical information **Uses:** Determine claim recoveries, premium payable and risks covered **Users:** Designated Reinsurance personnel and, when required, Legal staff **Type of Individuals:** Reinsurance companies and brokers

Agency Relations

The Agency Relations department manages SGI CANADA's agency force by evaluating and appointing new agents; approving the sale and transfer of agencies; responding to agents' needs; and managing account receivables.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising and Promotion
Agency Convention
Agency Production
Agent Appointments
Agents' History Reports
Agents' Training and Development
District History Reports
Market Statistics

PERSONAL INFORMATION

Contain information on contractual and financial arrangements with agents, correspondence relating to agency performance and proof of insurance.

Agency Contract File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Agency, contractual and financial information as it relates to SGI **Uses:** Appoint agents and document and manage SGI CANADA agents **Users:** Designated Agency Relations staff and, when required, Legal staff **Type of Individuals:** Individuals and corporations that have agency contracts with SGI CANADA; also, stockholders and agency staff

Agency Master File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Agency location, identification and performance as well as materials assigned to them **Uses:** Provide easy access to statistical information about SGI CANADA agents **Users:** Designated Agency Relations and Underwriting staff **Type of Individuals:** Individuals and corporations that have agency contracts with SGI CANADA

Contract Application Declines

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation and correspondence including personal, financial and insurance information **Uses:** To assess and recommend acceptance or declination of applications for a SGI CANADA agency appointment **Users:** Designated Agency Relations staff and, if required, Legal department staff **Type of Individuals:** Individuals and corporations who apply for appointment as a SGI CANADA Agent

LICENSING AND BASIC AUTO INSURANCE

Regulate and license drivers and vehicles. Promote driver and vehicle safety, and set the rating for, as well as collect the premiums for, the compulsory auto insurance in accordance with *The Automobile Accident Insurance Act, 1980,* RSS 1978 C A 35 and *The Vehicle Administration Act SS 1986* c. V-2.1.

The motor vehicle division administration offices are located in the head office building of SGI. The division consists of two departments: Traffic Safety Services and Underwriting/Licensing Services. The issuing of drivers and vehicle licenses is carried out by employees working in our branches and by a network of independent licence issuers throughout the province.

Other services such as driver examinations and vehicle inspection station audits are also provided at branches throughout the province.

Traffic Safety Services

Plan coordination, implementation, evaluation and promotion of highway traffic accident loss reduction programs in Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Driver examination records
Driver records
Driver training/instructor school registration information
Vehicle accident reports
Vehicle standards and inspection records, reports and investigations

PERSONAL INFORMATION

Contains correspondence relating to the licensing of drivers and/or vehicles, driver's medical case files and court documents. Information is also maintained concerning vehicle inspection, mechanics and driver instructors.

Driver Files

Location: Driver Control and Records Unit. **Information Maintained:** Documentation and correspondence relating to personal driving history including court documents, suspension notices and medicals **Uses:** To maintain records on drivers who are involved in traffic related matters, statutory suspension activity and other traffic related activity **Users:** Designated licensing and control staff **Type of Individuals:** Individuals who have traffic related convictions, including criminal code convictions, driving skill deterioration, and/or who are the subject of licence suspension

Young Offender Files

Location: Driver Control and Records Unit **Information Maintained:** Criminal code convictions, suspension notices and other information similar to that contained in the Driver Files **Uses:** To ensure convictions obtained by young offenders are kept confidential **Users:** Designated licensing and control staff **Type of Individuals:** Drivers under age 18

Driver Instructors

Location: Driver Development Unit **Information Maintained:** Personal information concerning instructor and driving school qualifications and registration information **Uses:** To determine instructors qualifications and to ensure annual registration is maintained **Users:** Driver Development Unit and Department of Education Driver Education Unit **Type of Individuals:** Driver Instructors

Driver Examinations Results

Location: Driver Development Unit Regional Offices **Information Maintained:** Test results of drivers in various driver licence classes **Uses:** Maintain on record if customer loses examination confirmation information and decides to apply for licence at a later date **Users:** Driver Development **Type of Individuals:** People who take driver examinations

Vehicle Inspection Station Records

Location: Vehicle Standards and Inspection Unit **Information Maintained:** Records of inspection station capabilities, equipment, personnel qualified as inspection technicians, forms inventory and documentation of the last ten vehicles inspected **Uses:** To ensure Inspection Stations are performing their duty satisfactorily **Users:** Vehicle Standards and Inspection Unit **Type of Individuals:** Inspection stations and mechanics

Vehicle Inspection Records

Location: Vehicle Standards and Inspection Unit **Information Maintained:** Records of individual private vehicle mechanical condition with respect to safety, date of last inspection, facility at which the inspection was done and mechanic who conducted the inspection **Uses:** To ensure vehicle is in safe mechanical condition and the inspection has been performed properly **Users:** Vehicle Standards and Inspection Unit, Highway Traffic Officers and the R.C.M.P. **Type of Individuals:** Persons whose vehicles have been inspected

Underwriting and Licensing Services

The Underwriting and Licensing Services Department provides the underwriting and issuing portion of the compulsory auto insurance program. Driver licensing and vehicle registration processing is completed for all Saskatchewan drivers and vehicle owners. Services are offered through branch offices and 500 independent issuers. The underwriting area is responsible for setting equitable and fair automobile insurance rates and surcharge levels.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on driver and vehicle registrations, all types of inquiries, issuer performance and remuneration.

Annual statistics - drivers
Annual statistics - vehicles (types, registrants, etc.)
Canadian Agreement on Vehicle Registration (CAVR,) Program (operation of a vehicle in two or more jurisdictions)
Driver and Vehicle Operational Policy
Licensing Assistance Correspondence
Log of Licence Plate and Driver Record Searches
Wrecker's Licenses

PERSONAL INFORMATION

Contain correspondence relating to the licensing of drivers or vehicles and the administration of the issuing force. Driver's licence and vehicle registration source documents, issuer activity reports and branch performance are also maintained.

New Vehicle Information Cards

Location: Production Services **Information Maintained:** Name, address, vehicle make model, engine size, fuel type, wheelbase, serial number, dealer name and address, manufacturer's name and address, leasing company name and address **Uses:** To verify all relevant information when first registering and insuring a new vehicle **Users:** Production Services staff **Type of Individuals:** Individuals who are registering and insuring a new vehicle for the first time

Wrecker's Licenses

Location: Production Services **Information Maintained:** Company name, address, effective and expiry dates and licence number **Uses:** Required to be an authorized motor vehicle wrecker in Saskatchewan **Users:** Authorized Motor Vehicle Division staff **Type of Individuals:** Individuals applying for a Wrecker's Licence

Issuer Reports

Location: Head Office/Branches **Information Maintained:** Personal identification code, plate number, validation, sticker number, remuneration dollar amount, total dollars paid, issuer code, date **Uses:** To record and summarize the driver and vehicle transactions and associated dollars completed by the issuer for a period to time **Users:** Authorized MVD staff-issuer complete the report **Type of Individuals:** Individuals completing a driver or vehicle transaction

Vehicle Registrations - Source Documents

Location: Production Services Department **Information Maintained:** Personal information, vehicle description and use as well as insurance premium and date **Uses:** Produce a vehicle registration certificate/proof of insurance **Users:** Authorized Motor Vehicle Division Staff **Type of Individuals:** Individuals who apply to register and insure a vehicle

Driver's Licenses - Source Documents

Location: Production Services Department **Information Maintained:** Personal information, restrictions, surcharges and other documentation relating to a drivers licence **Uses:** Produce a driver's licence **Users:** Authorized Motor Vehicle Division staff **Type of Individuals:** Individuals applying for a driver's licence

Permits

Location: Production Services, MVD, in the batches **Information Maintained:** Personal and vehicle information required to issue an operating permit including effective dates **Uses:** Permit to operate an unregistered vehicle within the Province of Saskatchewan only **Users:** Authorized MVD staff **Type of Individuals:** Individuals applying for a permit

Fleet Files

Location: Underwriting Services **Information Maintained:** Personal, business and vehicle information, accident history and surcharges **Uses:** Information is used to assess surcharges to fleet owners whose fleets have a higher than average loss experience **Users:** Underwriting staff **Type of Individuals:** All fleets which qualify as a fleet under Section 8 of the AAIA

Canadian Agreement for Vehicle Registration (CAVR)

Location: Central Issuing-Regina **Information Maintained:** Personal information, vehicle description, insurance premium and percentage of miles travelled in each jurisdiction **User:** This is used to register vehicles under CAVR which includes the calculations for each operational jurisdiction **Users:** MVD authorized staff **Type of Individuals:** Vehicles owners applying to register under CAVR

Motor Vehicle Division Branch Offices (MVD)

The five branch offices perform program delivery functions for SGI. Each branch along with independent issuers service the community in which they are located.

GENERAL CLASSES OR TYPES OR RECORDS

None

PERSONAL INFORMATION

None

CLAIMS AND SALVAGE

Provide claims adjusting services for all lines of Saskatchewan Government Insurance coverage along with Technical, Legal and Investigative Support Services. Process all salvage belonging to SGI as a result of insurance claim settlements. Applicable acts are *The Saskatchewan*

Government Insurance Act, 1980, SS 1979-80 c. S-19.1, *The Automobile Accident Insurance Act, 1980*, RSS 1978 c. A-35 and *The Vehicle Administration Act SS 1986* c. V-2.1.

The administrative offices are located in the head office building of SGI. There are five operational units, Claims, Claims Technical Services, Legal, Security and Special Investigation Unit (SIU) and Salvage. The adjusting of claims takes place at claims branches and by road adjusters throughout the province. Salvage is also handled by the salvage branches located around the province.

CLAIMS

Head Office Claims

Is responsible for the development, maintenance and support for adjusting all insurance claims involving people insured with SGI and SGI CANADA. This includes direction of all district claim centres and offices, and development/implementation of claim procedures. This department compiles and distributes all statistical information respecting claims.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on claims statistics, repair costs, deviations from vehicle values, subrogation, collection and outstanding accounts.

Assignment files
Car rental agreement documentation automated payee reports of repairers and external consultants
Claims statistics
Ex gratia files
Labour rates/material allowance documentation
Subrogation reports

PERSONAL INFORMATION

Contains information relating to frequency, type and costs of claims, and other information pertaining to the payments issued relating to the settlement of claims and specific claims inquiries.

Claims Inquiries

Location: SGI, Head Office, Regina **Information Maintained:** Name of insured or complainant, source, required claim details to address complaint, related correspondence **Uses:** To record inquiries by coverage, issue and source **Users:** Minister Responsible for SGI, Premier, Ombudsman, President, Asst. to the President, Vice-President and other designated SGI Head Office Claims personnel **Type of Individuals:** Source of complaint, name of insured and adjuster

Automated Payee Reports

Location: SGI, Head Office, Regina **Information Maintained:** Listing of the name, address, district, labour rate and total payments to external firms and consultants relating to claim payments **Uses:** Record amounts paid to external firms and consultants, redirection of cheques **Users:** Designated claims staff **Type of Individuals:** Names of firms and consultants

Ex gratia Reports

Location: SGI, Head Office, Regina **Information Maintained:** Claim number, name of claimant, summary of claim file details **Uses:** Record of ex gratia reports **Users:** Claims personnel, SGI Executive **Type of Individuals:** Name of insured

Assignment Records

Location: SGI, Head Office, Regina **Information Maintained:** Name of firm or individual and the amount of the assignment(s) **Uses:** To remit payments as designated on the assignment(s) **Users:** Head Office Claims, Debtors, District Claims offices **Type of Individuals:** Name of firm or individual

Subrogation Records

Location: SGI, Head Office, Regina, District Claims Offices **Information Maintained:**

Debtor information, cross-file and the amount owing to SGI, Driver Suspension Documents **Uses:** Reference of inquiries on driver suspensions and debtor/payments information **Users:** Branches, Driver Control, Legal, Manager of Subrogation, Finance **Type of Individuals:** Names of debtor

Claims Branch Offices

Investigate and settle automobile and injury claims in accordance with the legislated terms of the SGI automobile insurance program. Investigate and settle automobile extension and general claims as per the terms and conditions of SGI CANADA policies.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the settlement of claims. Labour rate/tow rates/vehicle storage agreements for the district.

Agreements
Automobile Damage claim files
Automobile Injury claim files
General Claim files
Motor Vehicle Accident Reports

PERSONAL INFORMATION

Contain information pertaining to the circumstances and investigation of a loss and the required documents for settlement/payment of a claim.

Automobile Damage Claim File

Location: District Claims Office **Information Maintained:** Accident report, damage estimate, vehicle and driver information, claims documentation to process the claim along with reports, statements and correspondence relating to the claim **Uses:** To investigate and settle the claim **Users:** Adjusters, District Claims Managers, Special Investigation Unit, Legal, Head Office Claims Personnel Underwriting **Type of Individuals:** Name of insured, driver, name of repair firm, name of tow firm, witnesses, lawyer

Injury Claim File

Location: District Claims Office **Information Maintained:** Claims reports, vehicle and driver information, claims documentation to process the claim along with reports, statements and correspondence relating to the claim including medical and rehabilitative information **Uses:** To investigate and settle the claim **Users:** Adjusters, District Claims Managers, SIU, Legal, Head Office Claims Personnel **Type of Individuals:** Name of injured person, driver/vehicle owner, witnesses, lawyers

General Claim File

Location: District Claims office **Information Maintained:** Claims reports, particulars of loss, claims documentation to process the claim, reports, statements and correspondence relating to the claims **Uses:** To investigate and settle the claim **Users:** Adjusters, District Claims Managers, SIU, Legal, Head Office Claims Personnel Underwriting **Type of Individuals:** Name of insured, name of repair/contracting firm or supplier, witnesses, lawyers

Claims Inquiry Reports

Location: Manager's office in District Claims office **Information Maintained:** Name(s) of insured or complainant; Details of complaint; Claim number; Details of loss; Details of claim payments **Uses:** Record of complaints and issues **Users:** District Claims Manager, Supervisor, Claims Customer Inquiries, Claims Management **Type of Individuals:** Name of insured, name of complainant

Motor Vehicle Accident Reports

Location: Manager's Office at District Claims Centre **Information Maintained:** Name of insured or business firm relating to an SGI Claim **Uses:** For claims adjustment purposes **Users:** Adjuster, Claims Manager, SIU, Legal **Type of Individuals:** Name of Police Officer, name(s) of parties involved

Claims Technical Services

Provides technical research and analysis, with respect to vehicle damage estimating and repair, supports the computerized estimating and auto valuation systems and is the liaison with external agencies on training and repair techniques.

It is also a facility for autobody repairs.

GENERAL CLASSES OR TYPES OF RECORDS

Statistical and detailed information on parts, labour and material costs relating to auto damage repair. Technical or manufacturer information and the analysis report relating to claims inquiries. Statistics and detailed information on post-repair vehicle audits by claim file and repairer. Statistical and detailed information on vehicle evaluations.

Claims technical analysis reports
Correspondence - Technical Library
Post repair audit statistics on vehicles
Repair and Sublet Accounts
Vehicle evaluation and damage appraisal statistics

PERSONAL INFORMATION

Repair and Sublet Accounts

Location: 500 McLeod Street **Information Maintained:** Name, address, claim number, vehicle particulars, damage appraisal, repair particulars and related costs **Uses:** To repair vehicle if original repairer unable to complete; to verify the accuracy of the parts/ labour/other materials costs estimated through Audatex **Users:** Manager, Claims Technical Services; designated Senior Claims personnel **Type of Individuals:** Vehicle owners, or shops subletting repair to SGI

Post Repair Audit on Vehicles

Location: 500 McLeod Street, Claims District Office **Information Maintained:** Claim number, name, address of registered vehicle owner, year/make/model of vehicle, plate number, serial number, damage appraisal, repair account(s), quality control check, and comments as to the quality of the repairs **Uses:** To verify that repairs paid by SGI reflect those outlined on damage appraisal and that repairs meet the industry standards **Users:** Claims Adjuster, Claim Managers, SIU, Legal **Type of Individuals:** Name(s) of repairer(s), name of vehicle owner

Claims Technical Analysis Reports

Information Maintained: Claim number, name of insured, year/make/model/serial number of vehicle or equipment and examination results **Uses:** To assist in adjustment of claim **Users:** Claims Adjuster, Claims Managers, Legal **Type of Individuals:** name of insured

Legal

Provide legal services to SGI and its insurers on claims matters and legal services to SGI on non-claims matters.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on legal claim files

PERSONAL INFORMATION

Legal Claim Files

Location: Head Office **Information Maintained:** Legal files which may contain: names of parties to legal actions; legal and medical documents, settlement, judgment or other disposition of the claim and claims file documentation **Uses:** Legal **Users:** SGI staff **Type of Individuals:** Parties to litigation

Suspension Information

Location: Head Office **Information Maintained:** Persons whose driving and registration privileges have been suspended for failure to meet financial responsibility as required for a claim **Uses:** legal **Users:** Legal, MVD, Claims Subrogation **Type of Individuals:** Persons whose driving and registration privileges have been suspended for failure to satisfy judgments

Writ of Execution File

Location: Head Office **Information Maintained:** Persons against whom writs of execution have been filed on judgments obtained **Uses:** Legal **Users:** Legal **Type of Individuals:** Persons against whom writs of execution have been filed on judgments obtained

Security and Special Investigation Unit (SIU)

Conduct investigational tasks for the defence of litigation commenced against the Corporation. Investigation of claims. Responsible for the security of the buildings, records and staff. Investigates complaints regarding theft, vandalism or damage to property. Conducts any required employee or agent investigations.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information for claims, underwriting, salvage, staff, agents or issuers.

PERSONAL INFORMATION

Vehicle Fire Investigational Reports

Location: SIU Department, SGI Head Office, Regina; SIU Department, SGI, Saskatoon **Information Maintained:** File identification numbers, owner/driver and vehicle information, details of the loss and various investigative and analytical reports **Uses:** For adjusting claims and underwriting purposes **Users:** Claims, Legal, Enforcement agencies, Underwriting **Type of Individuals:** Name of vehicle owner, witnesses and consultants utilized, name of investigating police officer and SIU personnel, claims adjuster

Vehicle Theft Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** Vehicle and owner information including purchase particulars along with examination and various investigative reports **Uses:** To determine if incorrect VIN is related to a stolen vehicle **Users:** Motor Vehicles Licensing, Enforcement Agencies, Claims **Type of Individuals:** Name of vehicle owner, SIU investigating officer, claims adjuster

Post-Repair Audit Investigational Reports

Location: SIU Department, SGI, Head Office, SIU Department, Saskatoon **Information Maintained:** Name of repair firm, owners of vehicles involved, repair account damage appraisal, SIU examination results **Uses:** To investigate repair account discrepancies **Users:** Claims, Enforcement Agencies, Underwriting **Type of Individuals:** Name of repair firm and/or its owners, owner of involved vehicles, SIU Investigating Officer

Salvage Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** SIU file number, claim number, year/make/model of vehicle salvage number, details of problems, SIU results **Uses:** To recover losses **Users:** Legal, Claims, Salvage, Enforcement Agencies **Type of Individuals:** Names of any individuals involved, SIU Investigating Officer

Bodily Injury Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, Saskatoon **Information Maintained:** SIU file number, claim file, name and address of insured, claimant, particulars of the claim(s) submitted, SIU results **Uses:** To assist in injury claims settlements **Users:** Claims, Legal, Enforcement Agencies **Type of Individuals:** Name of insured, witnesses, claims adjuster, lawyer

Agency and/or Issuer Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department Saskatoon **Information Maintained:** Name of Agency or Issuer **Uses:** To ensure agents/issuers comply with SGI requirements and/or legislation governing vehicle registrations **Users:** Motor Vehicle Division, Legal, Agency and Enforcement Agencies **Type of Individuals:** name of issuer and/or agent, Special Investigation Unit, Investigating officer, witnesses and consultants

General Fire and Theft Investigations

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** SIU number, claim number, name and address of insured, loss particulars, amounts of insurance in place, SIU results **Uses:** To assist in settling claims **Users:** Claims, Legal, Enforcement Agencies, Underwriting **Type of Individuals:** Name of insured(s), adjuster, SIU investigational officer, witnesses, lienholder

General Jewellery Claim Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** SIU file number, claim number, name/address of insured, particulars of claim, names of any witnesses and various investigation results **Uses:** To assist in claims settlements **Users:** Claims, Legal, Enforcement Agencies, Underwriting **Type of Individuals:** Name of insured, witness and consultants

Underwriting Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** Name and address of applicant insured, policy number, details of risk to be or insured by SGI, and investigative reports **Uses:** To assist in risk assessment **Users:** Underwriting **Type of Individuals:** Name of applicant or insured, and references

Internal Department and/or Staff Investigational Reports

Location: SIU Department, SGI, Head Office Regina, SIU Department, SGI, Saskatoon **Information Maintained:** Name of person or department and investigation reports. **Uses:** To determine if corrective action is required **Users:** Department VP/Manager, Legal, Human Resources **Type of Individuals:** Names of employees involved

SALVAGE

Salvage Operations

Salvage Operations produces and markets quality recycled auto parts, total loss vehicles, and general salvage on a profitable basis. Salvage Operations helps reduce claims costs by providing used parts to the claims process.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on the receipt and the disposal or recycling of total loss vehicles and general salvage obtained by SGI through the claims process.

Back Order File
Customer Files
Hollander Interchange Database
Inventory Records
Price Book
Sales Records
Stock Ticket Records (Vehicle Files), (General),
 (Supplementary Product) Automated

Customer Files

PERSONAL INFORMATION

Contains correspondence relating to the receipt and sale or dismantle of salvage obtained through the process of settling claims.

Customer Records

Location: Head Office Salvage Administration/ Finance area **Information Maintained:** Personal and financial information, including correspondence relating to a customers financial transactions with salvage **Uses:** Issue of credit, cancellation of credit, collection of NSF cheques and overdue accounts **Users:** Salvage Administration/Finance staff **Type of Individuals:** Individuals who have applied for credit with SGI Salvage Operations, and individuals whose cheques have been returned NSF

Automated Customer Files

Location: Head Office Salvage Administration/ Finance area/branches **Information Maintained:**
Customer account number, name, city, balance due on account, sales by month and account aging **Uses:** To record and control accounts receivable and verify sales volumes **Users:** Branch and Head Office Administration/Finance staff **Type of Individuals:** Customers having an account with SGI Salvage

Salvage Branches

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on the receipt and disposal or recycling of total loss vehicles and general salvage obtained by SGI through the process.

Automated Customer Files
Back Order File
Customer Files
Dismantling Decision Records
Hollander Interchange Data Base
Inventory Records
Price Book
Sales Book
Sales Record
Stock Ticket Records (vehicle, general and supplementary product)

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Government Insurance
2260 - 11th Avenue
Regina, Saskatchewan S4P 0J9

Telephone: (306) 751-1221
Fax: (306) 352-0933

SASKATCHEWAN GRAIN CAR CORPORATION

ADDRESS

Room 108 - 256 2nd Avenue West,
Box 2498
Melville, Saskatchewan S0A 2P0

MANDATE

The mandate of the Saskatchewan Grain Car Corporation is to monitor and police usage of the Government of Saskatchewan's 977 railway hopper cars.

ORGANIZATION

The office is assisted by a resident computer system connected to CN and CP Rail to capture all movements of cars. All policies and authorizations are governed by the Board of Directors of the Corporation with the Chairperson being the Minister of Highways and Transportation.

GENERAL CLASSES OR TYPES OF RECORDS

Computer Agreements/Statistics
Hopper Car Files
Investment Files
Railway Leasing Agreements
Railway Operating Agreements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Grain Car Corporation
Room 108 - 256 2nd Avenue West
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7444
Fax: (306) 728-7446

SASKATCHEWAN HEALTH INFORMATION NETWORK (SHIN)

ADDRESS

6th Floor, 1777 Victoria Avenue
Regina, Saskatchewan S4P 4K5

MANDATE

The Saskatchewan Health Information Network (SHIN) is a Treasury Board Crown Corporation that is managing the development of a province-wide health information network. SHIN will focus on enhancing health services and the protection of personal information through legislation, policy and technical safeguards.

ORANIZATION

The Board of Directors is appointed by, and reports to, the Minister of Health. The Board represents eighteen stakeholder groups across the province and assigns the day-to-day management of the Corporation to the Chief Executive Officer.

GENERAL CLASSES OR TYPES OF RECORDS

Briefing Notes
Contract Agreements
Electronic Mail
Financial Records
General Correspondence
Legal documents
Legislative Documents
Minister & Associate Minister of Health Documents
Project Records

PERSONAL INFORMATION

Human Resource Files
Payroll Records
Records of the Board of Directors

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Health Information Network
6th Floor, 1777 Victoria Avenue
Regina, Saskatchewan S4P 4K5

Telephone: (306) 787-1020
Fax: (306) 787-9487

SASKATCHEWAN HUMAN RIGHTS COMMISSION

ADDRESS

8th Floor, 122 3rd Avenue North
Saskatoon, Saskatchewan S7K 2H6

MANDATE

To promote recognition of the inherent dignity and the equal inalienable rights of all members of the human family, and to further public policy in Saskatchewan that every person is free and equal in dignity and rights and to discourage and eliminate discrimination.

ORGANIZATION

The Commission has offices in Saskatoon and Regina. It is organized into four work units: Investigation Unit; Public and Special Programs Unit; Support Staff Unit; and Staff Lawyer.

GENERAL CLASSES OR TYPES OF RECORDS

Affirmative Action Files
Complaint/Investigation Files
Exemption Files
Minutes of Commission Meetings

PERSONAL INFORMATION

Complaint Files

Location: Human Rights Commission Office **Information Maintained**: Statements of complaints, witnesses and respondents and copies of documents that may be evidence in the particular case; legal opinions obtained from Commission counsel; correspondence from counsel representing respondents, witnesses and complainants; recommendations of Commission staff; correspondence regarding attempts at settlement; records of Board of Inquiry and appeal proceedings **Uses:** Provides a record of the complaint, the investigation conducted and action taken in each case **Users:** The Human Rights Commission staff **Type of Individuals:** Complaints, respondents and witnesses involved in investigation files

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

SASKATCHEWAN LAND INFORMATION SERVICES CORPORATION (SLISC)

ADDRESS

6th Floor, 2103 - 11th Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

The Saskatchewan Land Information Services Corporation (SLISC) was established to respond to the increasing need for government to improve electronic service delivery to the public. To this end, SLISC is responsible for the LAND Project which will greatly improve the delivery of land-based information and provide a platform for future on-line delivery of other government services. SLISC will play a role in making Saskatchewan an information-rich economy.

ORGANIZATION

The business and affairs of SLISC are directed and controlled by a Board of Directors. The President and Chief Executive Officer, together with the Corporate Management Committee, manage the corporation in accordance with the Board's mandate.

The Corporate Management Committee currently oversees all aspects of the corporation's initial development, as well as the areas of the LAND Project, Land Titles, SaskGeomatics, Common Services, and Corporate Services. These areas are administered through eight regional offices and the Regina Head office.

THE LAND PROJECT

The LAND Project involves the re-design and re-development of Saskatchewan's paper based land titles system through automation and the use of Geographic Information Systems (GIS) technology.

The LAND Project is an integration of land titles and geomatics combined with the total re-engineering of the legislation and policy surrounding these programs. When the Project is implemented, Saskatchewan will be a leader in integrated land information systems.

LAND TITLES

MANDATE

To maintain and deliver a title registration system including the application of discretion in examining and approving documents (instruments) for registration in the system.

SLISC will maintain the eight regional Land Titles offices in Battleford, Humboldt, Moose Jaw, Prince Albert, Regina, Saskatoon, Swift Current and Yorkton.

Land Titles is a major contributor to the Land Titles Automated Network Development Project (LAND).

The Chief Surveyor examines and approves for registration in the Land Titles Offices, all plans of survey except roadway plans. The Chief Surveyor also deals with "metes and bounds" descriptions, amendments of plans, descriptions of registered records, the cancellation of plans of survey, and advises the Master of Titles in the preparation of all Master of Titles' orders under *The Land Titles Act, The Subdivision Act* and *The*

Land Surveys Act.

GENERAL CLASSES OR TYPES OF RECORDS

Bankruptcy information
Condominium plans
Corporation amalgamations, name changes
Estate information
Maintenance orders and writs of execution
Ownership of land and interests in land
Powers of Attorney
Registered plans, including subdivisions,
highways, railways, pipelines, etc.
Ownership of land and registered interests

PERSONAL INFORMATION

Bankruptcy Information

Location: Individual Land Titles Offices **Information Maintained:** Name of bankrupt, name and address of trustees **Uses:** To determine if an individual has declared bankruptcy and whether a person has the ability to deal with his/her land **Users:** Land Titles staff and public **Type of Individuals:** Bankrupts

Estate Information

Location: Individual Land Titles Offices **Information Maintained:** Name of deceased, name and address of personal representative **Uses:** Allows personal representative to deal with land owned by deceased **Users:** Land Titles staff **Type of Individuals:** Deceased persons whose land is to be dealt with by the estate

Maintenance Orders and Writs of Execution

Location: Individual Land Titles Offices **Information Maintained:** Name and address of creditor, name and address of debtor, amount of debt **Uses:** To determine whether an individual owes a debt which will affect the ability of that person to deal with his/her land **Users:** Land Titles staff and public **Type of Individuals:** Individuals who have a maintenance order or writ of execution issued against them

Powers of Attorney

Location: Individual Land Titles Offices **Information Maintained:** Name and address of person appointing attorney, name of attorney **Uses:** To allow another party to deal with a person's land **Users:** Land Titles staff and public **Type of Individuals:** Individuals who have appointed attorneys

SASKGEOMATICS

This area is responsible for the provincial legal survey, geodetic survey, mapping and Geographic Information System (GIS) infrastructure and services. A major project is the Land Title Automated Network Development Project (LAND) as a key component of the integration and modernization of Saskatchewan Land Information Infrastructure.

GENERAL CLASSES OR TYPES OF RECORDS

Data Distribution Policies
Data sets, public standards and regulations for:

- Provincial Mapping system
- Provincial Geodetic survey system
- Provincial Legal survey system
- Basic Provincial GIS foundation
- Map and Aerial Photography Library and Distribution
- Geographic Names, Board Policies and Provincial Records

Registered plans, including subdivisions, highways, railways, pipelines, etc.

PERSONAL INFORMATION

None

COMMON SERVICES

Provides several major functions to the organization including: document storage and retrieval, imaging of new and existing paper into an electronic format, billing services, and printing/distribution services for the LAND Project and other SLISC initiatives.

CORPORATE SERVICES

The Corporate Services Division of SLISC provides a number of system-wide functions and services including: finance and administration, communications, freedom of information, marketing, strategic planning, corporate development, policy and accountability. It also provides public relations and corporate relations services.

ADDRESS OF THE ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Land Information Services
Corporation
6th Floor, 2103 - 11th Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1680
Fax: (306) 798-0214

SASKATCHEWAN LANDS APPEAL BOARD

ADDRESS

Room 202, 3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

The Lands Appeal Board is appointed for the purpose of hearing appeals by persons aggrieved by a decision of the Lands Branch, Saskatchewan Agriculture and Food, respecting the allocation of Crown agricultural land or the termination of a lease of such land.

ORGANIZATION

Board members are appointed by the Minister of Agriculture and Food upon approval by the Lieutenant Governor in Council, under the authority of The Provincial Lands Act. The board consists of at least five members, three of whom form a quorum and sit on individual appeal hearings. The Minister generally consults with various farm organizations in the province to obtain recommendations for appointments.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative support records relating to *The Provincial Lands Act* and Regulations

Appeal Hearings/Decisions
Field Investigations
Hearing Dates/Procedures

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Lands Appeal Board
Room 202, 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-4693
Fax: (306) 787-5180

SASKATCHEWAN LEGAL AID COMMISSION

ADDRESS

502 - 201 - 21st Street East
Saskatoon, Saskatchewan S7K 2H6

MANDATE

The Saskatchewan Legal Aid Commission provides legal services to persons and organizations in respect of civil and criminal matters where those persons and organizations are financially unable to secure those services from their own resources.

ORGANIZATION

The Commission has a Central Office located in Saskatoon and thirteen Area Offices located throughout the province. Refer to the telephone directory for offices located in your area. The public is served directly through the Area Offices.

GENERAL CLASSES OR TYPES OF RECORDS

Contains administrative records

PERSONAL INFORMATION

Legal Aid Applicant and Client Files (subject to solicitor/client privilege)

Location: Central Office and Area Offices **Information Maintained:** Name, address, phone number, birth date, sex, marital status, employment status, social insurance number, personal health number, treaty number, spouse's name and address, number of dependents, statement of personal and financial data, consent to verify information, amount of contribution assessed, consent for cost sharing programs, reasons for application, eligibility decision and related correspondence and documents **Uses:** Determine eligibility for legal aid; provide legal advice or services **Users:** Legal Aid employees **Type of Individuals:** Applicants for legal aid; recipients of legal aid

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Legal Aid Commission
502 - 201 - 21st Street East
Saskatoon, Saskatchewan S7K 2H6

Telephone: (306) 933-5300 or
1-800-667-3764 (Saskatchewan only)
Fax: (306) 933-6764

SASKATCHEWAN LIQUOR BOARD SUPERANNUATION COMMISSION

ADDRESS

C/O Public Employees Benefits Agency
10th Floor, 1801 Hamilton Street
Regina, Saskatchewan S4P 4B4

MANDATE

The Liquor Board Superannuation Commission is responsible for the administration of the Liquor Board Superannuation Plan and its investment activities. The Commission sets policy, reviews the performance of the superannuation fund, approves special agreements, and enters into contracts for special services (i.e. technical support).

ORGANIZATION

The Commission consists of three members who are appointed by the Lieutenant Governor in Council. One of the commission members is nominated as chairman.

To discharge its various duties the Commission uses a number of organizations: including the Plan Administrator being the Public Employees Benefits Agency; Investment Manager; Custodian; Asset Consultant; and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the supervisory board including:

Actuarial Reports
Actuarial Valuations
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Reciprocal Agreements
Registration of the plan under the *Income Tax Act*

PERSONAL INFORMATION

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (i.e. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532
Fax: (306) 787-6576

SASKATCHEWAN MUNICIPAL BOARD

ADDRESS

Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Board is an administrative tribunal structured to ensure the financial credibility of municipalities, and ensure appeals respecting planning, development, tax assessment, fire prevention, municipal boundary property maintenance and proposed apportionment schemes not based on unit factors are heard and decided.

The Saskatchewan Municipal Board was created in 1988 which consolidated the former Saskatchewan Local Government Board, Saskatchewan Assessment Appeals Board, Provincial Planning Appeals Board and the Saskatchewan Municipal Boundary Commission.

ORGANIZATION

The Board operates through the following Committees: Local Government, Planning Appeals, Assessment Appeals, Municipal Boundary, Property Maintenance Appeals, *Condominium Property Act* Apportionment and Fire Prevention.

The Local Government Committee's primary function is to supervise the financial activities of all urban, rural and northern municipalities, and school divisions.

The Planning Appeals Committee hears and renders decisions on appeals arising from decisions of Local Development Appeals Boards and subdivision approving authorities under *The Planning and Development Act, 1983*, as amended.

The Assessment Appeals Committee hears and determines assessment appeals pertaining to the assessed values of real property; local improvement appeals; the tax exempt status of a property; conservation and development area authority appeals.

The Municipal Boundary Committee reviews applications for the alteration of boundaries when affected municipalities cannot agree on the proposed nature of the alteration.

The Fire Prevention Appeals Committee hears and rules on orders and certificates respecting *The Fire Prevention Act.*

The Property Maintenance Appeals Committee hears and render decisions respecting properties designated as unsightly in municipalities.

Condominium Property Act Apportionment Committee adjudicates applications concerning apportionment of unit factors on condominium properties.

GENERAL CLASSES OR TYPES OF RECORDS

Assessment Appeals Committee
Condominium Property Act Appointment Committee
Fire Prevention Appeals Committee
Health Region Files
Housing Corporations, Nursing Homes and Lodges
Local Government Committee
Municipal Board - Administration
Municipal Boundary Committee
Northern Municipal Files
Planning Appeals Committee
Property Maintenance Appeals Committee
Rural Municipal Files
School Division Files
Union Hospital and Separate Hospital Files
Urban Municipal Files

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227
Fax: (306) 787-1610

SASKATCHEWAN NORTHERN AFFAIRS

ADDRESS

1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Office of Northern Affairs is to promote the social and economic development of northern Saskatchewan communities to enhance the planning, co-ordination, integration, implementation and evaluation of policies, programs, projects and government communications.

ORGANIZATION

The department is organized into four branches that report to the Deputy Minister of Northern Affairs: Economic and Community Development, Corporate Services Division, Resource and Industrial Development, and Policy, Planning and Research.

Deputy Minister's Office

The Deputy Minister is the chief executive officer of the Department of Northern Affairs. The office provides staff support to the Deputy Minister in the overall management of the Department, policy co-ordination and strategic planning.

GERERAL CLASSES OR TYPES OR RECORDS

Contains information on department policies and programs.

PERSONAL INFORMATION

None

Assistant Deputy Minister's Office

The Assistant Deputy Minister's Office includes responsibility for overseeing implementation of Saskatchewan's Northern Strategy including co-ordination of interdepartmental program planning, implementation and evalution.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on department policies and programs.

PERSONAL INFORMATION

None

Economic and Community Development

This division provides financial and business support services to northern entrepreneurs, businesses, co-operatives and other organizations. These services include the identification and evalution of business opportunities, business plan development, management counseling, business skills training, and other advisory services.

Programs administered by the division include the Northern Development fund, the Commercial Fishing Freight Subsidy and Price Support Program, and the annual Northern Saskatchewan Business Opportunity Forum.

The Northern Review Board advises Saskatchewan Northern Affairs on the policies and administration of the Northern Development

Fund. Members review and make recommendations on NDF loan applications exceeding $25,000 and act as an appeal board on smaller loans that may be declined by NDF administrators. The board also reviews applications for CREDO (community-based regional economic development organizations).

GENERAL CLASSES OR TYPES OF RECORDS

Business development proposals and
    assessments
Data base
Loan and grant applications and approvals
Loan files with financial information
Market studies and reports
Northern Business Directory

PERSONAL INFORMATION

Loan Files

Contains information on individuals that receive loans from the Northern Development Loan fund.

Location: Northern Affairs **Information Maintained:** Records business name, individual name, address, telephone and loan information **Uses:** Loan Fund **Users:** Division staff **Type of Individuals:** Individuals that receive loans from the Northern Development Fund

Corporate Services Division

This division supports the corporate as well as business-side activities of the Department and maximizes their effectiveness by providing both reactive service and proactive leadership in issues management; by advising senior management on communications needs and developing communications strategies; and, by identifying developing, delivering and assessing communications programs.

Specifically, this division develops, manages and monitors advertising programs and print projects in support of the Department's efforts to develop trade, small business, and co-operatives. Division staff also provide logistics management, design and procurement of exhibitory and promotional items, department-client liaison and other support functions for departmental participation in trade shows, special events and other functions related to the Department's mandate.

It also provides research, analysis, co-ordination, design and writing support for the entire Department's public communications needs. Tasks include media monitoring, news releases, speeches, feature stories, miscellaneous copy-writing and correspondence.

GENERAL CLASSES OR TYPES OR RECORDS

Contains information required to provide promotional, editorial and general enquiry support for Department programs and services.

These records also contain information on:

Communication services
Computer systems
General administrative and financial matters
Information services
Information technology
Personnel records

PERSONAL INFORMATION

Personnel Files.

Resource and Industrial Development

This division addresses northern interests related to the development of northern resources and industries.

Programs administered by the division include Mineral Surface Lease Agreements, and the

Northern Mines Monitoring Secretariat and Environmental Quality Committee minutes and reports. Resource related studies and reports, policy and background information.

GENERAL CLASSES OR TYPES OR RECORDS

Resource related studies and reports, policy and background information.

PERSONAL INFORMATION

None

Policy, Planning and Research

This division undertakes research, planning and policy development that better enable northerners to identify and participate in northern development.

GENERAL CLASSES OR TYPES OF RECORDS

Research information, statistics, consultant's studies, interdepartmental planning and evalution reports.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Northern Affairs
3rd Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7100

SASKATCHEWAN OPPORTUNITIES CORPORATION (SOCO)

ADDRESS

Suite 600, 2103 - 11th Avenue
Regina, Saskatchewan S4P 3Z8

MANDATE

Saskatchewan Opportunities Corporation is a provincial Crown Corporation. Its mandate is to facilitate economic growth in Saskatchewan through investment in viable businesses and in infrastructure which supports the development of business. SOCO is established under *The Saskatchewan Opportunities Corporation Act.*

SOCO provides a range of financial services including loans, guarantees and equity financing to viable businesses operating or intending to operate in Saskatchewan. It takes an active role in facilitating economic growth by seeking loan and investment partnerships with private sector financial institutions and venture capital funds. SOCO also owns and operates Innovation Place, a Saskatoon research park and is developing another research park at the University of Regina.

ORGANIZATION

SOCO's head office is in Regina along with its Regina Research Park office. It also has two Saskatoon locations, an Investments Branch office and the Innovation Place office.

SOCO is comprised of four divisions: Research Parks, Investment, Corporate Affairs and Finance & Administration.

Research Parks Division

The Research Parks Division is responsible for the activities of the corporation that support economic growth through the provision of business infrastructure. The Division operates Innovation Place in Saskatoon and the Regina Research Park.

GENERAL CLASSES OR TYPES OF RECORDS

Construction and maintenance contracts
Lease files
Plans and construction documents
Tenant business information
Tenant statistics

PERSONAL INFORMATION

None

Investments Division

The Investments Division uses financing vehicles, such as loans, guarantees and equity investments to support economic growth.

GENERAL CLASSES OR TYPES OF RECORDS

Client files and loan agreements
Investment activity information and documentation
Investment activity statistics

PERSONAL INFORMATION

Client credit and financial information.

Corporate Affairs Division

Corporate Affairs Division includes the Human Resources and Communications units of the Corporation. Human Resources includes staffing, job classification, employee relations, employment equity and diversity programs, along with other personnel related functions. Communications is responsible for profiling SOCO's programs and services to customers and stakeholders, measuring and monitoring public awareness, implementing strategic communications plans and responding to media inquiries.

GENERAL CLASSES OR TYPES OF RECORDS

Employment equity plans
Employment related policies & procedures
Marketing and communications plans
Media related material
Promotional information
Training and course materials

PERSONAL INFORMATION

Common records

Finance & Administration Division

Manages the financial affairs of the corporation and is responsible for corporate budgets, financial statements, financial forecasting and planning, policies and procedures, purchasing, insurance and computer services.

GENERAL CLASSES OR TYPES OF RECORDS

Billing records
Budgets and financial documents
Information systems
Insurance records

PERSONAL INFORMATION

Common records

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Opportunities Corporation
Suite 600, 2103 - 11th Avenue
Regina, Saskatchewan S4P 3Z8

Telephone: (306) 787-8590
Fax: (306) 787-8511

SASKATCHEWAN PENSION PLAN BOARD OF TRUSTEES

ADDRESS

P.O. Box 5555, 608 Main Street
Kindersley, Saskatchewan S0L 1S0

MANDATE

The Saskatchewan Pension Plan (SPP) Board of Trustees has a mandate to administer the Plan and to act as trustee of the fund.

The SPP is a volunteer, money purchase pension plan available to anyone between 18 and 69 years of age. The Plan is targeted to those with limited access to private pension plans or to those who want to supplement other retirement savings.

GENERAL CLASSES OR TYPES OF RECORDS

Client service (member) files
Investment administration
Marketing and communications
SPP forms and brochures

PERSONAL INFORMATION

SPP Contributions/Retirement Records

Location: Kindersley **Information Maintained:** Name, address, Social Insurance Number, beneficiary, occupation, retirement date, selected income tax information as provided by Revenue Canada, bank information for retired members, birth date, SHSP number, phone number, pension benefit amount, type of annuity, contribution history. For small business participants: Company name, address, contact and employee members **Uses:** To determine eligibility of membership, government matching contributions and retirement and the amount of pension benefits **Users:** Saskatchewan Pension Plan staff **Type of Individuals:** Individuals who have applied and have been accepted as members

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

SASKATCHEWAN POLICE COMMISSION

ADDRESS

1874 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

Promotes preservation of peace, prevention of crime, efficiency of police services and to attain these goals utilizes the guidelines established by *The Saskatchewan Police Act.*

The Commission also, by virtue of *The Police Act* and through the Saskatchewan Police College, prepares, co-ordinates and delivers police recruit and in-service training to all Saskatchewan municipal police officers.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the administration and operation of the Saskatchewan Police Commission and the College.

City Municipal Police Forces - General
Crime Prevention
Federal Training
Provincial Police Commissions
Provincial Training
R M Municipal Police Forces - General
The Police Act and Regulations - Correspondence
Town Municipal Police Forces - General

PERSONAL INFORMATION

Contains information relating to inquiries and appeals under *The Police Act* and its regulations.

Police Act Discipline Hearings and Appeals

Location: Office of the Commission **Information Maintained:** Appellant's name, employing police force **Uses:** Determine and document appeal decisions **Users:** Commission staff **Type of Individuals:** Individuals appealing decisions of a lower tribunal

Police Act Public/Ministerial Inquiries

Location: Office of the Commission **Information Maintained:** Name, transcripts of inquiries, investigation reports, decisions and recommendations **Uses:** Document the Commission's decisions and recommendations; determine policing requirements and standards **Users:** Commission staff, police forces, police governing authorities **Type of Individuals:** Individuals involved in inquiries and investigations, witnesses

Police Recruit Class History

Location: Office of the Commission **Information Maintained**: Recruit's name, final marks **Uses:** To ensure recruits are qualified **Users:** Commission staff **Type of Individuals:** Police recruits

Police Officer Training History

Location: Police College **Information Maintained:** Police officer's name, exam marks, assessment results **Uses:** Document the officer's training record **Users:** College and Commission staff, recruit, police force **Type of Individuals:** Police officers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

SASKATCHEWAN POWER CORPORATION (SASKPOWER)

ADDRESS

2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

MANDATE

SaskPower is incorporated pursuant to and operates under the authority of *The Power Corporation Act*, R.S.S. 1978 c.P-19 and amendments thereto. SaskPower's mandate is to provide value-added electrical energy and related services through employee innovation, a competitive spirit and the pursuit of opportunity for our customers and shareholder.

ORGANIZATION

The business and affairs of SaskPower are directed and controlled by a Board of Directors. The President and Chief Executive Officer, together with the Executive Committee, manage the corporation in accordance with direction from the Board of Directors and the Chairman. The Executive Committee oversees the Corporation's 37 business units, 4 support groups and subsidiaries. SaskPower's transmission and distribution system within the province is divided into 4 geographical regions, which contain a total of 50 district offices.

FINANCE SUPPORT GROUP

The Finance Support Group is responsible for the effective financial management of SaskPower's resources and treasury operations. It provides financial information on the results of the activities of SaskPower; ensures compliance with relevant statutory, legal and contractual obligations; provides centralized accounting services; and supports the Corporation in meeting its obligations as trustee of pension and insurance funds.

GENERAL CLASSES OR TYPES OF RECORDS

Asset accounts, studies and reports
Insurance files
Internal Audit reprots
Investment Records
Risk Management Records
Taxation Records

PERSONAL INFORMATION

None

POWER PRODUCTION BUSINESS UNIT

The Power Production Business Unit is responsible for the effective utilization of generating facilities and integrating the utilization of transmission facilities and other available resources to produce and supply electricity.

GENERAL CLASSES OR TYPES OF RECORDS

Bulk electricity system policy and strategy
Commissioning reports
Construction deficiency reports
Construction permits and approved drawings
Construction program records
Construction progress photographs
Contract administration binders
Corporate business planning and budget
    programming
Design correspondence (generating stations,
    transmission lines, transformer sites,
    telecommunications and rehabilitation
    projects)
Design reports, studies, notes and change
    documentation

Economic forecasting and analysis
Engineering cost reports, evaluations and consultants records
Environmental assessments and impact studies
Environmental monitoring records
Fuel inventory, analysis and consumption records
Generating station maintenance and operation records
Geotechnical records and reports
Hydraulic survey data (including water elevations, flows and discharges)
In-service and commissioning reports
Inspection, maintenance and reliability reports
Interconnection records (including buy and sell contracts)
Load forecasting files and reports
Operations research
Power plants (the monitoring of thermal and hydro electric power plants)
Power systems studies
Pressure vessel test records
Quality engineering reports
Regional supply planning records
Reliability and maintainability standards, specifications and reports
Research contracts and special projects
Research reports and abstracts
Research testing and inspection reports
Resource prediction and planning records
Route and site design
Safety reports
Scheduling documents (coordinating and control schedules)
Specifications (technical, design, performance and standard)
Structural and stress analysis
Survey and mapping

PERSONAL INFORMATION

None

TRANSMISSION & DISTRIBUTION BUSINESS UNIT

The Transmission & Distribution Business Unit strives to provide for the electricity needs of Saskatchewan by planning, constructing, operating and maintaining a reliable, effective, efficient and environmentally sensitive transmission and distribution system so that the overall costs and benefits are shared fairly by all customers.

GENERAL CLASSES OR TYPES OF RECORDS

Advice and service to customers
Electric generation assessment projects
Electric transmission/distribution assessment projects
Electrical inspection and regulatory records
Electrical inspection reports and files
Engineering, operating and maintenance records for transmission and distribution lines
Equipment technical files and drawings
Gas inspection reports and files
Gas inspections and regulatory records
Rates and service classifications
Regional disbursements
Transport, work and service equipment records

PERSONAL INFORMATION

None

HUMAN RESOURCES & GOVERNMENT RELATIONS SUPPORT GROUP

The Human Resources & Government Relations Support Group provides SaskPower with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction in a manner consistent with the Corporation's social responsibility.

GENERAL CLASSES OR TYPES OF RECORDS

Affirmative Action Program Records
Compensation Surveys and Reports
Health and Safety Program Records
Human Resources Information Systems
Human Rights Statistics and Reports
Internal Job Competition Files
Labour Relations Files
Safety Studies, Statistics and Reports

PERSONAL INFORMATION

External Applications for Employment File (This information is currently held on file for 3 months)

Location: Human Resources & Government Relations, Head Office **Information Maintained:** Personal data contained on applications and resumes including name, social insurance number, work status, education, employment history **Uses:** screen and select external applicants for work competitions **Users:** Human Resources staff, line managers and supervisors **Type of Individuals:** External applicants seeking employment with SaskPower

Internal Job Competitions File

Location: Human Resources & Government Relations, Head Office **Information Maintained:** applications and supporting documents for advertised internal vacancies, requests for transfer, job application history, selection notices, seniority listings, interview summaries and evaluations **Uses:** facilitate and document the internal job selection and transfer process **Users:** Human Resources staff **Type of Individuals:** applicants for internal job vacancies and transfers

Employee Family Assistance Program File

Location: Human Resources & Government Relations, Head Office **Information Maintained:** name, employee number, date of birth, position, referral to external consultant, reports from external consultants **Uses:** refer employees applying for assistance to consultants **Users:** employee family assistance referral agent and external consultant **Type of Individuals:** applicants under the Employee Family Assistance Program

Employee Housing Incentive Program File

Location: Human Resources & Government Relations, Head Office **Information Maintained:** name, address, employee number, position, financial information, legal description of proposed residence, purchase price, mortgage rate and balance **Uses:** assist transferred employees in constructing housing in designated areas with insufficient available housing **Users:** Compensation and Benefits staff, Human Resources officers, internal and external auditors **Type of Individuals:** employees receiving benefits under the plan

CUSTOMER SERVICES BUSINESS UNIT

The Customer Services Business Unit is responsible for providing marketing services to industrial and commercial customers to ensure that their electricity requirements are getting met in an economic and reliable manner. The division is also responsible for performing rates and market analysis and providing customers with services and energy information programs that will permit them to make informed decisions about their electricity usage.

GENERAL CLASSES OR TYPES OF RECORDS

Advice and service to customers (municipal, direct and rural subtransmission customers)
Energy trading and generation supply forecasting
Field marketing and energy utilization records
Industrial and economic development

Powerwise and energywise programs
Programs and public awareness promotions
Rate policies, principals and rate structures
Rates and market analysis
Rates and service classifications
Trade shows and information displays
Utilization of electricity reports and surveys

PERSONAL INFORMATION

Customer applications and account information

CORPORATE INFORMATION AND TECHNOLOGY SUPPORT GROUP

Corporate Information & Technology plans, develops and operates the information system environment for the SaskPower organization. It assists the Business Units in the identification and delivery of information technology solutions to address business requirements.

GENERAL CLASSES OR TYPES OF RECORDS

Computer application information
Computer asset policies and procedures
Computer hardware asset information
Computer software information
Computer usage; statistics and reports
Electronic data back-up
Hardware and software licensing agreements
Vendor contracts

PERSONAL INFORMATION

None

CORPORATE PLANNING & REGULATORY AFFAIRS SUPPORT GROUP

The Corporate Planning & Regulatory Affairs Support Group is responsible for facilitating development of the corporate strategy and the strategic planning required to implement it at the corporate, business unit and support group levels. It is also responsible for representing SaskPower in matters related to the regulation of its rates and services. Lastly the support group is responsible for ensuring environmental compliance and an environmentally friendly approach to the planning, construction and operation of facilities.

GENERAL CLASSES OR TYPES OF RECORDS

Environment audits and studies
Environment committees, courses and
    conferences
Environment guidelines
Vegetation management
Rate and service regulatory approvals and
    working papers
Strategy development
Strategy implementation

LEGAL/LAND SERVICES SUPPORT GROUP

The Legal/Land Services Support Group is responsible for providing legal support services and all land/real estate services to the corporation and to its wholly-owned subsidiary, SaskPower International Inc.

GENERAL CLASSES OR TYPES OF RECORDS

Agreements with third parties
Builders' lien files
Claims correspondence
Easements and rights of way

Garnishee summon and third party demands
Internal legal opinions
Land management records
Litigation files
Patent trademark and copyright files
Property acquisition, expropriation and sales records

COMMUNICATIONS & PUBLIC AFFAIRS SUPPORT GROUP

The Communications & Public Affairs Support Group is responsible to provide communication services including, communication of SaskPower's policies, plans and activities to the residents of Saskatchewan and employees, thereby contributing to their understanding and acceptance of the Corporation's activities.

GENERAL CLASSES OR TYPES OF RECORDS

Advertisement records
Community impact (agreements management program and policy development, studies and surveys)
Corporate communications plans and programs
Corporate relations outlook, objectives, strategy
Employee communications plans and programs
Employee publications (bulletins, media activity reports, videotapes and transcripts of news broadcasts)
News releases and announcements and significant events
Public attitudes search studies
Public consultation programs including transcripts, exhibits and associated records

SASKPOWER INTERNATIONAL

MANDATE

SaskPower International's purpose is to diversify SaskPower's revenue base and achieve an appropriate return on investment capital by:

- Marketing SaskPower's expertise to national and international markets;
- Selling flyash and other by-products; and
- Investing in power projects where the application of core skills of SaskPower can add value and where commercial and political risks are acceptable and manageable.

ORGANIZATION

The business and affairs of SaskPower International are directed and controlled by a Board of Directors. The president, along with the vice-president(s), manage the corporation in accordance with the direction from the Board of Directors and the Chairman.

SaskPower International is responsible for the overall functioning of the company by seeking, identifying and analysing business opportunities, resourcing these opportunities and maintaining financial information on all of the activities of SaskPower International. It provides financial information on the results of activities, ensures compliance with relevant statutory, legal and contractual obligations.

GENERAL CLASSES OR TYPES OF RECORDS

Country analysis reports
Due diligence reports
External organization registrations
General accounting records
Organization/corporate profiles
Policies and procedures documents
Project analysis reports
SaskPower International Corporate Business Plan

PERSONAL INFORMATION

External applications for employment file

Location: SaskPower International, Head Office
Information Maintained: Resumes received
Uses: SaskPower International staff **Type of Individuals:** Individuals seeking employment or project work with SaskPower International

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskPower
12W - 2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3115
Fax: (306) 566-3113

SASKATCHEWAN POWER CORPORATION SUPERANNUATION PLAN

ADDRESS

c/o SaskPower
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

MANDATE

The Power Corporation Superannuation Board is responsible for administering the Power Corporation Superannuation Plan, its communications and investment activities.

ORGANIZATION

The Power Corporation Superannuation Board is comprised of five persons appointed by the Lieutenant Governor in Council, one of whom shall be nominated as chairman. At least two of the members of the Power Corporation Superannuation Board shall be employees and representatives of the employees. Sask Power has control of the records that are pertinent to the Power Corporation Superannuation Plan. The Power Corporation Superannuation Plan is a defined benefit plan that was closed to new members when the Public Employees Pension Plan was introduced October 1, 1977.

GENERAL CLASSES OR TYPES OF RECORDS

Board minutes
Diary - tracks age 65 reductions where applicable, contribution report
Warrants - records members initiating retirement

PERSONAL INFORMATION

Pension Administration File

Location: Human Resources, SaskPower **Information Maintained:** name, superannuate number, address, social insurance number, spouse (if applicable), employment history, record of amount of retirement allowance in payment, group life insurance enrolment and continuation (if applicable), and correspondence **Uses:** Pension plan administration **Users:** Human Resources staff, PCSP Board and Internal Auditors **Type of Individuals:** Superannuates of the Power Corporation Superannuation Plan and their spouses

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskPower
12W - 2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3115
Fax: (306) 566-3113

SASKATCHEWAN PROPERTY MANAGEMENT CORPORATION (SPMC)

ADDRESS

1840 Lorne Street
Regina, Saskatchewan S4P 3V7

MANDATE

SPMC is a provincial Crown corporation responsible for providing space, capital projects, supplies and services primarily to government departments and agencies.

ORGANIZATION

The corporation is organized into six main divisions. The six divisions are: Finance and Risk Management; Accommodation Services; Corporate Development; Commercial Services, Corporate Systems.

FINANCE AND RISK MANAGEMENT DIVISION

The Finance and Risk Management Division is responsible for budgeting, accounting, financial reporting, financial records, audit, risk management, administration and corporate information and reporting.

GENERAL CLASSES OF TYPES OF RECORDS

General administrative records

PERSONAL INFORMATION

None

COMMERCIAL SERVICES DIVISION

Responsible for the provision of vehicles, aircraft, mail delivery, records management, telecommunication services, and office supplies to government departments and agencies. Also responsible for the disposal of surplus goods.

GENERAL CLASSES OR TYPES OF RECORDS

Air Ambulance Operations Manual
Air Transportation Maintenance Manual
Executive Air Operations Manual
Photographic Library File
Provincial Government Voice and Data Network Manuals
Vehicle Policy and Procedures Manual

PERSONAL INFORMATION

None

ACCOMMODATION SERVICES DIVISION

Responsible for daily operation and maintenance of government buildings and management of leases for government occupied leased space. Provide service in areas of employee relocation, provisions of office furniture and building security.

This division manages the allocation and leasing of the corporation's real estate portfolio. Activities include space and portfolio planning and property acquisitions.

GENERAL CLASSES OR TYPES OF RECORDS

General administrative records

PERSONAL INFORMATION

None

CORPORATE DEVELOPMENT DIVISION

Provides human resource management, staff training and development, payroll and employee assistance services. Also provides communications and media relations services.

GENERAL CLASSES OR TYPES OF RECORDS

Employee Fairness

PERSONAL INFORMATION

None

CORPORATE SYSTEMS

Provides office automation and data processing tools and resources for SPMC. Services include the Help Desk, Application Support & Development, Business Analysis and Networking.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Property Management Corporation
1840 Lorne Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-9164
Fax: (306) 787-1980

SASKATCHEWAN RESEARCH COUNCIL (SRC)

ADDRESS

15 Innovation Boulevard
Saskatoon, Saskatchewan S7N 2X8

MANDATE

SRC performs research and development (R&D), technology transfer and commercialization, and commercial laboratory services. SRC's mission and purpose are as follows:

Mission
SRC's mission is to help the people of Saskatchewan strengthen the economy with quality jobs and a secure environment. We do this through research, development, and the transfer of innovative scientific technological solutions, applications and services.

Purpose
SRC creates wealth through the responsible application of science and technology to assist Saskatchewan industry to be globally competitive.

We create wealth by:
1. Increasing production (of goods and services)
2. Adding value (to goods and services)
3. Improving productivity
4. Creating and commercializing new products and services

By science and technology SRC means:
1. Applied research and development
2. Technology
3. Analytical services

ORGANIZATION

SRC is a major research and development organization applying innovative approaches to solving problems in resource, industry, and manufacturing sectors. A team approach for research and development and technology transfer is used by working with government departments, universities, and the private sector. The Council consists of the Minister responsible for SRC, a Board of Directors, the President, and a number of branches as follows:

Analytical Services

This branch provides fee-for-service analysis to assist in the environmental monitoring and development of Saskatchewan's resources.

Environment

This branch contributes to the safe, sustainable development and use of the province's natural environment and resources.

Fermentation Technologies

This branch provides research on microbial fermentations, it supports the development of new fermentation products, process optimization, and pre-commercial production.

Genetics

The Bova-Can Laboratories offer genetic services to the livestock industries, diagnostic tests for parentage verification and identification of abnormalities.

Mineral Exploration

This branch focuses most of its efforts on helping uranium exploration companies identify areas with the greatest potential for economic deposits.

Petroleum

This branch is dedicated to advancing the effective use of enhanced oil recovery and treatment technology by companies.

Process Development

This branch provides process engineering research to a number of sectors.

Small Industry Services

This branch is designed to assist smaller companies and individuals to enhance their capacity to compete in the world market.

Business Development

This branch is responsible for promoting SRC's image and services in national and international markets.

TecMark

This branch is SRC's technology commercialization program.

Corporate Administrative Services

This branch provides administrative services and operational support to all the branches of SRC and their clients.

Financial and Staff Resource Services

This branch provides systems to support internal clients and functions.

GENERAL CLASSES OR TYPES OF RECORDS

SRC Board members
SRC publications

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Research Council
15 Innovation Boulevard
Saskatoon, Saskatchewan S7N 2X8

Telephone: (306) 933-7521
Fax: (306) 933-7896

SASKATCHEWAN SECURITIES COMMISSION

ADDRESS

800 - 1920 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Saskatchewan Securities Commission is to protect Saskatchewan investors by regulating the sale of securities or investments. The Commission administers *The Securities Act, 1988.*

ORGANIZATION

The Commission is organized into four branches: Registration; Corporate Finance; Enforcement; and Legal.

The Commission is responsible for registering those who sell securities; reviewing documents by which companies sell their securities; maintaining and providing access to a pool of continuous disclosure information about public companies; investigating complaints and applying legal sanctions to those who have violated the legislation and industry standards; reviewing and making recommendations on applications for exemption from the requirements of *The Securities Act, 1988*; and developing new policies and legislation in response to trends in the securities industry.

GENERAL CLASSES OR TYPES OF RECORDS

Continuous disclosure
Corporate finance
Enforcement
Exemptions
Hearings
Policies
Registration

PERSONAL INFORMATION

Registration

Location: Securities Commission **Information Maintained:** name, telephone, address, employer, birthdate, place of birth, physical description, education, past employment, residential history, letters of reference, prior registration or licensing, past offences, civil proceedings, bankruptcy, past judgments or garnishments, other business activities **Uses:** decide whether applicant is suitable for registration **Users:** Commission staff **Type of Individuals:** individuals who apply for registration

Investigations

Location: Securities Commission **Information Maintained:** name, address, telephone, birthdate, birthplace, fingerprint section number, occupation, employer, business activities, past financial transactions **Uses:** decide whether subject should be prosecuted or disciplined **Users:** Commission staff **Type of Individuals:** individuals who are the subject of an investigation

Principals of Issuers

Location: Securities Commission **Information Maintained:** name, address, telephone, birthdate, physical description, past criminal record **Uses:** to determine whether anything in background of principals of issuer indicates that the affairs of the issuer will not be conducted with integrity **Users:** Commission staff **Type of Individuals:** directors, senior officer and promoters of a company that wants to issue securities for the first time

Exemption Applications

Location: Securities Commission **Information Maintained:** name, address, telephone, birthdate, education, occupation, employment, past financial transactions, business history **Uses:** to decide whether in the public interest to grant exemption applied for **Users:** Commission staff **Type of Individuals:** individuals related to a company that has applied for an exemption order

Exempt Trades

Location: Securities Commission **Information Maintained:** name, address, issuer, type, value and number of securities purchased **Uses:** to review exempt transactions to ensure that they are in compliance with *The Securities Act, 1988* **Users:** Commission staff **Type of Individuals:** purchasers of securities issued in exempt transactions

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

SASKATCHEWAN TELECOMMUNICATIONS HOLDING CORPORATION - SASKTEL HOLDCO

ADDRESS

2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

MANDATE

SaskTel Holdco is a provincial Crown corporation and is Saskatchewan's leading full service communications company, providing local, long distance, voice, data, Internet, text and messaging services over a fiber-optics based, fully digital network, as well as cellular, paging and Fleetnet 800 service through its SaskTel Mobility division. It operates in a fully competitive and increasingly global telecommunications marketplace. SaskTel Holdco also maintains investments in companies that provide management and project design services in addition to telephone directory and multimedia services. SaskTel Holdco has 4,200 employeess across Saskatchewan. Its major operating subsidiary is Saskatchewan Telecommunications (SaskTel).

ORGANIZATION

The organization consists of four major entities - SaskTel, which is the major operating subsidiary; SaskTel Mobility, a division of SaskTel Holdco; and two wholly owned operating subsidiaries, Saskatchewan Telecommunications International Inc. (SaskTel International, Inc.) and DirectWest Publishing Partnership (DirectWest).

SaskTel

SaskTel's primary objective is to meet the telecommunications needs of the people in Saskatchewan by planning, constructing and operating a full range of telecommunications systems including local, long distance, voice, data, text, Internet and facsimile transmission and applications. It operates in a fully competitive and increasingly global telecommunications marketplace.

SaskTel Mobility

SaskTel Mobility offers cellular, paging, wireless data, FleetNet 800TM, and satellite services. SaskTel Mobility is well established as Saskatchewan's complete wireless solutions provider and is an integral part of the Saskatchewan Telecommunications Holding Corporation's diversified operations.

SaskTel International Inc. (SI)

Since 1986, SaskTel International Inc. has been marketing extensive technological and software solutions expertise to clients around the world. SI, either on its own or in partnership with other firms, helps its international clients in countries around the world develop, improve, and expand their present telecommunications systems.

SI is a leader in the application and provision of advanced technologies including: fiber optics, microwave radio, cellular and trunked mobile radio, wireless and traditional access networks, advanced interactive and Internet services.

DirectWest Publishers

DirectWest Publishers provides telephone directory and multimedia services. As SaskTel's telephone directory and Yellow Pages TM publishing agent, DirectWest brings all Saskatchewan consumers together with over 46,000 business advertisers in the ten Saskatchewan directory markets. Membership in the Canadian National Yellow PagesTM Services Association and the Yellow PagesTM Publishers Association (YPPA) allows DirectWest to help Saskatchewan businesses reach buyers across North America. With a strong record of growth and service improvement, DirectWest is committed to expanding and enhancing its services to consumers and advertisers through new print directory products and interactive audio services.

GENERAL CLASSES OR TYPES OF RECORDS

Administration
Finance
Legal
Materiel
Operational Services
Personnel
Sales/Marketing
Technical Design

PERSONAL INFORMATION

Information Maintained: Customer Billing Services: Customer's full legal name; business name; business owner's name; billing address; billing name of customer responsible for paying the account; partner's name in full, if applicable; telephone service number; name of customer's employer or place of employment; type of employment or job title; previous address; previous service number; customer's birthdate; customer's SIN; contact name of parents, relative, close friend or accountant; credit history; credit information **Uses:** To prepare and collect accounts for provision of telephone and telecommunications services **Users:** SaskTel Business Office and Security personnel **Type of Individuals:** SaskTel residence and business customers

Information Maintained: Directory Assistance: Customer name; address (without postal code); telephone number (hidden if unlisted); professional business description (e.g., barrister, dentist) if desired by customer **Uses:** for directory assistance purposes **Users:** SaskTel operators and administration **Type of Individuals:** SaskTel subscribers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskTel
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

SASKATCHEWAN TELECOMMUNICATIONS (SASKTEL)

ADDRESS

2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

MANDATE

SaskTel's primary objective is to meet the telecommunications needs of the people in Saskatchewan by planning, constructing and operating a full range of telecommunications systems including local, long distance, voice, data, text, Internet and facsimile transmission and applications. It operates in a fully competitive and increasingly global telecommunications marketplace.

ORGANIZATION

SaskTel is divided into the following major departments or divisions:

Advanced Interactive Solutions (AIS)

SaskTel is a leader in advanced interactive solutions. SasksTel's Advanced Interactive Solutions (AIS) team delivers a full suite of Internet-based solutions to customers (i.e. interactive, Internet and managed network solutions). These solutions allow cutomers to access, distribute, process and use information in a dynamic environment for business, educational or entertainment purposes.

Corporate Affairs

Corporate Affairs develops and disseminates SaskTel's Corporate communication. The department also manages SaskTel's strategic reputation to portray the corporation and its subsidiaries positively to employees, shareholders, customers, and the world at large. The department also manages SaskTel's strategic branch reputation.

Corporate Affairs divides into two units: Internal Communications is responsible for employee/corporate and shareholder communication as well as the corporate Intranet, libraries and information management; External Communications is accountable for communication with SaskTel's customers, media relations, corporate advertising, and image and event management.

Strategic Business Development (SBD)

Strategic Business Development's role is to improve the value of the HOLDCO through the pursuit, evaluation, and governance development of business opportunities in non-traditional markets or non-traditional businesses. SBD is also responsible for implementing and maintaining a HOLDCO wide planning process for the corporation.

The group's functions are divided into five broad categories: Holdco Investment Management, Corporate Planning, Stentor Alliance Relations, Multimedia and Business Ventures.

Marketing

Marketing is responsible for the introduction of new products and services, the profitable management of products and services, strategic positioning of the products and services in the marketplace (promotion and advertising), development of customer specific solutions that cross all product and service boundaries and managing the delivery of such solutions through appropriate distribution channels, and promotion of corporate image, branding and positioning through sponsorships and event marketing.

Corporate Counsel and Regulatory Affairs

Regulatory Affairs develops policies governing the use of, and interconnection with, SaskTel's services and facilities. It monitors and interprets CRTC notices and decisions to determine the impact on SaskTel. It makes submissions before the CRTC as required and is responsible for SaskTel's General Tariffs. On June 30, 2000, SaskTel will be regulated by the CRTC.

Land and Easements acquires rights-of-way, purchases or leases rural lands, investigates and negotiates settlement of damage claims resulting from corporate projects by dealing with and maintaining good relationships with the public. It handles disputes, inquiries, and complaints from all avenues.

The Solicitors provide legal counsel and guidance to all SaskTel divisions and departments.

Finance

The Finance division includes the following departments: Controller, Treasury, and Audit and Security.

The Controller's department is responsible for financial reporting, capital and operating budgets, developing long term financial plans, economics, financial analysis/support of diversification business cases, product contribution reporting, inventory, accounts payable, and payroll.

Treasury provides debt and treasury management services, Stentor settlement services, and risk management. It manages the superannuation investment fund and pensions, and billing systems.

The Internal Audit group is responsible for providing assurance to both the Audit Committee and management that the internal controls in place are effective.

Security has mandate to protect SaskTel systems, assets, revenues and resources against all forms of misuse and to ensure programs are in place to protect against fraud.

Corporate Services

Corporate Services provides all goods and services that support the company's business needs and, subsequently, the needs of SaskTel's external Customers. This includes all aspects of procurement, distribution, repair and storage of material. Also included is the provisioning and maintenance of all properties, buildings and contents; the development and support of SAP, an administrative and management analysis tool; and centralized services such as the provision of conference facilities and equipment, transportation, travel services, design and printing services, and parking.

Human Resources and Industrial Relations

Human Resources and Industrial Relations recruits and interviews applicants for employment; administers the corporation's compensation, relocation, medical, safety and environment, employment equity and benefits programs; provides employee training and development; devises career and succession plans; administers the employee assistance program.

It maintains a constructive cooperative

relationship with employees and the CEP (Communications, Energy & Paperworker's Union). It conducts negotiations with the Union on any and all matters affecting the relationship between the company and its employees, administers the collective agreement, managerial rules, policies and procedures in a fair, equitable and consistent manner, and manages the corporation's safety programs.

Human Resources and Industrial Relations includes: Benefits, Training & Development, Selection & Staffing, Diversity, Safety & Environment, Health Services and STEPPP (SaskTel Employee Personal Problem Program).

Network Services

Network Services is responsible for the planning, implementation and positioning of the Corporation's core and access network for the immediate and future telecommunication needs of all Saskatchewan customers. It is also responsible for the day-to-day operation, surveillance and maintenance of the Corporation's core and access network.

Network Planning, Provisioning and Access

Network Planning, Provisioning and Access assists the corporation by providing an advanced, reliable, robust telecommunications network capable of providing quality competitive communications solutions to our customers. The department plans, designs and implements SaskTel's network infrastructure by deploying leading edge, cost effective technologies for rapid delivery of services to our customers. The department accomplishes this through the excellence of our people in the functional areas of Network Planning, Network Provisioning, Core Network Development, MultiMedia/Datacom Development, and Access Network Engineering.

Research and Development

The SaskTel Research & Development Group is part of Network Services reporting directly to our Chief Technology Officer. The group's activities are allocated as follows: 60% - Development of High Speed Internet Applications and Services, 20% - Internet Enhanced Television, 20% - Support and new technology invention and development for SaskTel majority owned Hospitality Network Canada Inc. (HNCI).

Research & Development administers its own budget, the ongoing TRLabs relationship, contracts awarded to Saskatchewan Research & Development firms and corporate patents.

Network Performance and Operations (NPO)

NPO is accountable for corporate support, network control, administration and operation of SaskTel's telecommunications network.

NPO's corporate responsibilities include:

- Provincial Network Operations Centre (PNOC)
- Provincial Switching Centre (PSC)
- Broadband Facility Control Office (BFCO)
- Customer Assistance Centre (CAC)
- Business Communications Service Centre (BCSC)
- Network Technical Assistance
- Network Systems and Performance Groups

Network Technical Assistance is accountable for corporate support of SaskTel's network elements. Support provides technical, administrative and process expertise, practices and procedures to the corporation, as well as technical interaction with suppliers and our Canadian Telecommunication Partners.

The Customer Assistance Centre has provincial accountability for implementation, through performance analysis and corrective maintenance needs of consumer, business and Signature Service/major account customers.

Network Operations - Saskatoon has maintenance and implementation accountabilities for switching, trunking, power, fiber optic, broadband and provincial and national services in television and program broadcasting. The BFCO is accountable for provincial and national broadband facilities control and disaster recovery. Network Operations also is responsible for customer service delivery and provincial hardware maintenance for operator toll assistance.

The PNOC is accountable for first alert surveillance and control of the network for local and long distance traffic. The PNOC is responsible for disaster recovery coordination on a provincial and national level. The Network Administration area capacity manages and configures the local/long distance switches for network and customer operations. The PSC is accountable for provincial switch maintenance.

Network Operations - Regina is also responsible for the directory assistance system, Regina power and customer service delivery.

The Network Systems and Performance group is responsible for mechanized systems that support SaskTel's network. The Network Systems group provides planning, integration, implementation and support functions for marketing and development of advanced network administration systems. These mechanized systems are critical components for the surveillance and operational control of network elements to ensure customer service levels are maintained. The Performance group is responsible for delivering the Network Service's Operation Plan that manages and implements the service delivery, maintenance and operation evolution of the network.

Carrier Services Group

Carrier Services Group is a confidential sales channel which develops, manages and sells products and services to companies who wish to interconnect to SaskTel's network or purchase SaskTel facilities, in order to compete with SaskTel in providing voice, data and internet based services to consumers.

Customer Services

Customer Services is accountable for delivering with excellence to residential and business cutomers, the sales and service functionality, and any required support functionality enabling the customer to be successful with their respective needs.

The Sales functionality focuses on proactively providing value added solutions to customers enabling them to be successful. This is accomplished through a market segmented approach: Signature Service Segment for National and large Saskatchewan customers, Advantage Business Segment for medium and aboriginal customers, and Consumer and Enterprise Segment for residential and small business customers.

The Service functionality focuses on technically providing and maintaining with excellence, the value added solutions that our customers choose: Operator Services. Install and Repair, Construction and on-core Network Services.

Customer Services personnel are located throughout the province, but primarily deliver the sales, services, and support functionality out of the major centres of Regina, Saskatoon, Moose Jaw, Prince Albert, Yorkton, North Battleford, Swift Current, and Weyburn/Estevan.

Customer Care is responsible for providing customer service to the consumer and enterprise business segments. It consists of the following departments: Consumer Direct Sales, Consumer Sales & Service, Enterprise Direct Sales, enterprise Sales & Service, Credit Services, 611 Repair, Operator Services, Retail Stores, Special Needs & Seniors Market, Strategic Guidance, Customer Access Management & Support and

Communication & Planning.

Information Technology Management (ITM)

All of SaskTel's services and internal processes rely on information technology to deliver excellent service to our customers. ITM creates and implements SaskTel's corporate information technology strategy and manages the information technology assets of the corporation. Functions include provision and support of corporate applications, managing and maintaining a complex computing environment, and operating a province wide corporate IT network.

GENERAL CLASSES OR TYPES OF RECORDS

Administration
Finance
Legal
Materiel
Operational Services
Personnel - records relating to employment and
employment histoy. Type of individuals:
employees
Sales/Marketing
Technical Design

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskTel
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

SASKATCHEWAN TELECOMMUNICATIONS PENSION PLAN BOARD

ADDRESS

2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

MANDATE

The Saskatchewan Telecommunications Pension Plan Board's mandate is to administer the provisions of the Saskatchewan Telecommunications Pension Plan.

GENERAL CLASSES OR TYPES OF RECORDS

The Board maintains records necessary for the administration of the pension plan including retiree data, fund equity, financial statements and payment details. Users are the Plan managers. The information is kept for SaskTel retirees and employees enrolled in the Saskatchewan Telecommunications Pension Plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Coordinator
SaskTel
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

SASKATCHEWAN TRANSPORTATION COMPANY (STC)

ADDRESS

2041 Hamilton Street
Regina, Saskatchewan S4P 2E2

MANDATE

To respond to the needs of the people of Saskatchewan with a customer oriented transportation service.

ORGANIZATION

STC was established in 1946 by Order in Council #168 as a common carrier providing passenger service transportation, parcel express and freight services. The company continued under *The Crown Corporations Act* of 1978.

The company's head office is in Regina with two large depots in Saskatoon and Prince Albert. The regional areas of the province are covered by private contracted agencies, who report to the head office in Regina.

OFFICE OF THE PRESIDENT

The president is responsible for the overall administration and operation of the corporation. The president reports directly to the Board of Directors of the corporation.

TRANSPORTATION DIVISION

This division is responsible for the operation and maintenance of all equipment required to provide STC's services to the public.

GENERAL CLASSES OR TYPES OF RECORDS

Coach files & maintenance schedules
Company licensing files
Inventory records & warranty records
Training files
Vehicle maintenance statistics

PERSONAL INFORMATION

None

PASSENGER SERVICES DIVISION

This division is responsible for providing all services for passengers from selling tickets to providing route information, and any related services. It also provides for charters and special events.

GENERAL CLASSES OR TYPES OF RECORDS

Charter services
Passenger customer service
Passenger tariffs
Ticket sales reports & passenger sales figures

PERSONAL INFORMATION

None

EXPRESS SERVICES DIVISION

This division is responsible for providing all services for bus express and courier operations.

GENERAL CLASSES OR TYPES OF RECORDS

Express customer service
Express sales reports
Express tariffs
Special express accounts

PERSONAL INFORMATION

None

FINANCIAL SERVICES DIVISION

This division is responsible for providing the financial and purchasing requirements of the corporation. Information services provided by the computers are also under the financial services division.

GENERAL CLASSES OR TYPES OF RECORDS

Insurance records (public & carrier liability)
Marketing statistics

PERSONAL INFORMATION

None

CORPORATE SERVICES DIVISION

This division is responsible for schedules, rates and tariffs, advertising, and the agency network to ensure that quality service is provided.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising & promotion
Agencies
Customer service
Passenger; express; charter:
  - Rates
  - Reports
  - Schedules

PERSONAL INFORMATION

None

HUMAN RESOURCES DIVISION

This division is responsible for the records, and control of all personnel & special functions in the corporation. This section handles all union negotiations.

GENERAL CLASSES OR TYPES OF RECORDS

As contained in the Common Administrative Records

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administration Co-ordinator
Saskatchewan Transportation Company
2041 Hamilton Street
Regina, Saskatchewan S4P 2E2

Telephone: (306) 787-1661
Fax: (306) 787-1633

SASKATCHEWAN WATER CORPORATION (SASK WATER)

ADDRESS

111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9

MANDATE

Sask Water is a provincial Crown Corporation. It is responsible for the management, administration, development, protection and control of Saskatchewan's water and related resources as established by *The Water Corporation Act, July, 1984*.

Sask Water offers a broad range of services and assistance programs relating to water resource management, supply and treatment, irrigation and development. It also operates a water supply utility with municipal, industrial and individual customers.

ORGANIZATION

The Corporation's head office is located in Moose Jaw. It also operates five regional offices, in Yorkton, Swift Current, North Battleford, Nipawin and Weyburn, Irrigation and Agricultural Services offices in Outlook and Swift Current, a Rural Water Quality office in Saskatoon and an office in Prince Albert. Its main water supply utility office is located in Watrous.

Sask Water is comprised of five divisions: Corporate Management, Corporate Services, Water Resource and Infrasture Management, Utility and Engineering Operations, Irrigation and Agricultural Services which includes SPUDCO (Saskatchewan Potato Utility Development Company).

CORPORATE MANAGEMENT

This division consists of the Office of the President, Communications and Education, and immediate staff.

CORPORATE SERVICES

This division has responsibility for accounting, payroll, human resources, procurement, financial planning, legal and information services.

WATER RESOURCE AND INFRASTRUCTURE MANAGEMENT

This division is responsible for watershed strategies, basin operations including forecasting, environmental management, and water resource administration which provides direct services to clients. It is also responsible for interjurisdictional and provincial regulations and agreements.

UTILITY AND ENGINEERING OPERATIONS

The division is responsible for controlling water and wastewater operations, engineering and project engineering.

IRRIGATION & AGRICULTURAL SERVICES

This division is responsible for irrigation development, agronomic services, irrigation engineering services and market development services. SPUDCO is responsible for delivering and monitoring programs directly related to the development of the Saskatchewan potato industry, primarily in the Lake Diefenbaker area.

GENERAL CLASSES OR TYPES OF RECORDS

The information stores required to support Sask Water's corporate functions are described below. To avoid redundance and/or fragmentation, these stores are identified at a high level and therefore cannot be tied directly to either organizational structure or period of coverage.

Agreements
Agronomic
Approvals - water related projects
Aquifer management plans
Assinboine Basin River Study
Basin plans
Budget
Business functions
Capital asset
Complaints - water related
Contracts
Customers
Dams and Dam Safety
Drainage
Engineering surveys
Flood control
Floodplain zones
Groundwater
Hydrometric data
Irrigation
Labour
Legal
Local Government Administration
Mailing lists
Material
Media clippings
Operational plans
Plan index
Policies
Potato initiative
Programs statements
Project summary data
Project status
Project technical data
Project approval data
Project construction data
Public surveys
Reservoir Development Areas
Rural Water Quality
Standards/Procedures
Stream flow forecasts/water supply outlook
Tenders
Unit cost & rental rates manuals
Vendors
Water agreements
Water use data
Well driller registration

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Coordinator
SaskWater
111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9

Telephone: (306) 694-3910
Fax: (306) 694-3944

SASKATCHEWAN WETLAND CONSERVATION CORPORATION

ADDRESS

Room 101 - 2022 Cornwall Street
Regina, Saskatchewan S4P 2K5

MANDATE

To lead and co-ordinate the province's conservation initiatives to ensure the sustainability and biodiversity of the prairie environment for people and wildlife.

ORGANIZATION

The Saskatchean Wetland Conservation Corporation (SWCC) delivers Native Prairie Streambank and Wetland Conservation Programs in Saskatchewan. It is a Treasury Board Crown reporting to a Board of Directors under the direction of the Minister responsible for SWCC. The corproation is responsible for co-ordinating the North American Waterfowl Management Plan (NAWMP) activities in the province. The NAWMP is a tripartite agreement among Canada, the United States and Mexico to restore waterfowl populations to the level of the 1970's.

Program Co-ordination

The Saskatchewan Wetland Conservation Corporation has five functional units to deliver its programming: Financial Services, Agricultural Services, Biological Services, Marketing and Communications and Program Development.

Financial Services

The Corporation maintains internal controls to safeguard SWCC's assets and ensure accurate and timely financial reproting. Staff manage accounting and financial data, prepare and monitor corporate budgets, fiscal forescasts and maintain inventory and manage case flow.

Agriculture Services

This unit is responsible for the implementation of Prairie Shores, a wetland program supporting the NAWMP and the Native Prairie Stewardship and Streambank Stewardship programs. It also ensures that SWCC programming is compatible with agricultural practices in Saskatchewan.

Biological Services

This service conducts biological evaluations on SWCC programs to ensure maximum benefit and effectiveness. Program evaluation is also provided to ensure co-ordination with partners and other Saskatchewan land-use programs.

Marketing and Communications

This unit conducts marketing programs to increase financial support for, and participation in, corporate activities. It also conducts information and education programs to increase awareness of SWCC programming to encourage landowner adoption of conservation policies and practices.

Program Development

Established an international migratory bird program to help sustain and enhance populations of neotropical birds in the Western Hemisphere. Program delivery will provide environmental, economic and social benefits to communities in Mexico, Central and South America.

GENERAL CLASSES OR TYPES OF RECORDS

Habitat Stewardship
North American Waterfowl Management Plan

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Wetland Conservation Corporation
Room 101 - 2022 Cornwall Street
Regina, Saskatchewan S4P 2K5

Telephone: (306) 787-0726
Fax: (306) 787-0780

SASKENERGY INCORPORATED

ADDRESS

1100 - 1945 Hamilton Street
Regina, Saskatchewan S4P 2C7

MANDATE

As Saskatchewan's natural gas company, we promote, transport, store and distribute natural gas. By continuing to develop our employees and our organization, we encourage innovative and responsive solutions to meet our changing customer needs and to enhance Saskatchewan's competitive position. Our success is measured by customer satisfaction.

ORGANIZATION

SaskEnergy Incorporated is a Crown Corporation that owns and operates the provincial natural gas distribution system.

SaskEnergy Incorporated is comprised of nine divisions, namely: Audit Services, Aboriginal Relations, Corporate Affairs, Legal, Human Resources, Information Systems, Finance & Administration, Gas Supply, Distribution Utility.

TransGas Limited is a wholly owned subsidiary of SaskEnergy Incorporated, and is recognized as an agent of the Crown operating the natural gas transmission system.

TransGas Limited is comprised of six divisions, namely Policies, Rates & Regulations. Transport, Control & Measurement, Engineering & Technology, Environmental Affairs, Transmission Operations, and Business Development & Marketing Services.

SaskEnergy International Incorporated, created in 1996, markets the operational and technological expertise of SaskEnergy worldwide.

AUDIT SERVICES

This division is to assist members of the corporation in the effective discharge of their responsibility, which includes promoting effective and efficient employment of the corporation's resources to achieve results which are consistent with the mandate and objectives of the corporation and promoting effective internal control at a reasonable cost.

GENERAL CLASSES OR TYPES OF RECORDS

Records and files relating to projects undertaken by the division for internal auditing purposes.

PERSONAL INFORMATION

None

ABORIGINAL RELATIONS

This division is responsible for developing partnerships with the Aboriginal community in the areas of education and training, employment, and business development.

GENERAL CLASSES OR TYPES OF RECORDS

Records and files relating to projects undertaken by the Division for Aboriginal Relations development.

PERSONAL INFORMATION

None

CORPORATE AFFAIRS

This department is responsible for internal and external communications, advertising, media relations, community relations, and corporate sponsorships.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising
Corporate Donations
Newsletter Publications
Promotional items
Public meetings, launches and open houses
Trade Show

PERSONAL INFORMATION

None

LEGAL AND LAND SERVICES

This division is responsible for providing, obtaining and coordinating all legal advice and services required by the corporation and its subsidiaries. The Land department is responsible for all land acquisition and land records maintenance, payments of leases, rental fees and payments in lieu of property taxes, and the settling of land damage claims.

GENERAL CLASSES OR TYPES OF RECORDS

Board minutes
Board secretarial files
Contracts for provision of services between the parent corporation and subsidiary corporations and between the corporation/ subsidiaries and third parties
Leases: Storage, Surface, Petroleum and Natural Gas
Licenses and Special Agreements
Pipeline Easements
Tax Assessments
Titled Properties

PERSONAL INFORMATION

None

HUMAN RESOURCES

This department is responsible for providing services to all staff for the following functions: compensation and benefits, employee relations, health and safety, and staffing and development.

GENERAL CLASSES OR TYPES OF RECORDS

Personnel service from recruitment to retirement.

Company Service Roster
Compensation
Employee Assistance Program
Health & Safety

PERSONAL INFORMATION

Information that relates to the education or employment history of employees. Applications and resumes from individuals seeking employment.

Information that relates to health care that has been received by the employee or to the health history of the employee.

Information relating to the investigation and resolution of harassment complaints.

The names, home and business address, telephone number, social insurance number, employee identification number of employees.

INFORMATION SYSTEMS

This division is responsible for information technology management, and is custodian of all data-related assets of the Corporation. In addition to planning, business integration, and consulting services, this division implements and operates business applications, voice and data networks, and technology infrastructure. Administrative services include document and record management, hardware/sofware acquisition, vendor management, and leasing/ drilling administration.

GENERAL CLASSES OR TYPES OF RECORDS

Communication/Information system leases and
  service agreements
Databases and computer hardware
Information systems projects
Data communications and retention
Software licenses

PERSONAL INFORMATION

None

FINANCE AND ADMINISTRATION

This division is responsible for the establishment and implementation of financial policies and controls which protect the assets of the corporation and ensures that its daily and ongoing operations are in keeping with its financial and operating forecasts and business plans.

This division is also responsible for corporate accounting functions, credit and collections, treasury, purchasing, vehicles, materials management, and mailing services. Administration acts as a support group for other areas of the corporation for those functions best served by a centralized operation.

GENERAL CLASSES OR TYPES OF RECORDS

Billing Records
Building and equipment lease agreements;
  service agreements
Business Plans
Consolidated financial records for the
Corporation
Financial/Economic Forecasts
Fixed Asset and Depreciation Records
General and Subsidiary Ledgers
Insurance Records
Investment Records
Strategic Plans
Taxation Records
Tender/Bid/Award Records

PERSONAL INFORMATION

Employee payroll information.
Information that describes a customer's name, address, telephone number, account activities, and credit worthiness.

GAS SUPPLY

This division deals primarily with the negotiation and administration of natural gas purchase, storage and transportation contracts to supply natural gas for distribution to the commercial, industrial, farm and residential customers of Saskatchewan. Supply strategies and forecasts are prepared to ensure supply flexibility and security on both a short and long term basis. Analysis of the Cost of Gas is also performed in order to ensure a flexible yet reliable gas supply at a minimum cost. The Rates and Regulatory functions involve the design and analysis of rates, cost of service studies, the development of customer business policies and the preparation of revenue and load forecasts.

GENERAL CLASSES OF TYPES OF RECORDS

Contract Quantity Administration
Cost of Service Studies
Cost of Gas Budget Correspondence and Reports
Forecasts (Energy Requirements/Peak Demands)
Gas Purchase/Storage/Transportation Contracts
Rate Correspondence (History/Design/
  Comparisons)
Regulatory/Public Utility Correspondence
Statistics Records (Customer/Consumption/
  Weather)
Volume/Consumption Statistics

PERSONAL INFORMATION

None

DISTRIBUTION UTILITY

The division is responsible for all customer-related activities including new service requests, billing activities, collection action, and the delivery of gas service and Company-initiated customer programs. This division also plans and implements sales and marketing programs to increase public awareness of natural gas as an energy source to residential, farm, and commercial customers.

GENERAL CLASSES OR TYPES OF RECORDS

Applications for Service
Contract Purchases Files
Crossing Files
Customer Billing Information/Quotations
Customer Files
Defect/Leak Reports
Information relating to Natural gas equipment
    and appliances
Marketing programs, internal and external

PERSONAL INFORMATION

Information that describes an individual's name, address, telephone number, account activities, and credit worthiness.

TRANSGAS LIMITED

ADDRESS

1500 - 1945 Hamilton Street
Regina, Saskatchewan S4P 2C7

POLICIES, RATES AND REGULATIONS

This division is responsible for the design and implementation of policies and rates, the regulations with respect to National Energy Board regulated pipelines, and contracts with third parties for the transportation and storage of natural gas.

GENERAL CLASSES OR TYPES OF RECORDS

Business policies
Competitor Data
Contracts with third parties
Rates
Regulatory records

PERSONAL INFORMATION

None

TRANSPORT, CONTROL & MEASUREMENT

This department is responsible for meeting customers' daily requirements and directing the efficient and economic operations of TransGas' transmission network. The Gas Control group directs the operation on a daily basis, interacts with customers and reports their services using data gathered by the Measurement Division. The Planning Group reviews the operations and coordinates its optimization. Professional engineering service is provided in measurement and SCADA applications. In addition, the Meter Shop repairs meters for SaskEnergy and TransGas.

GENERAL CLASSES OR TYPES OF RECORDS

Application Software Documentation
Capabilities/Performance of TransGas
Limited Contingency Plans
Corporate Forecasts
Corporate Reports
Correspondence with other shippers and inter-
    connecting pipelines
Customer Contract Information
Customer Transportation Records

Daily Transport Information
Daily Customer Nominations
Emergency Procedures
Facility Capabilities
Gas Quality Records
Gas Composition Reports
Meter Calibration Records
Meter Flow Records
Metering Equipment Records
Operation Forecasts
Outage Forecasts
Peak day Studies
Reports to SEM, NEB, ERCB
Surveys for Others
System Studies with regards to Customers requests for service (transport and storage)
TransGas Line Analysis

PERSONAL INFORMATION

None

ENGINEERING AND TECHNOLOGY

Provides professional engineering expertise including engineering standards, technical support to operations as well as the design and construction management of facility additions and modifications such as pipelines, compressors, storage caverns, storage fields, processing equipment, controls and automation systems.

GENERAL CLASSES OR TYPES OF RECORDS

Cathodic Protection Monitoring Records
Computer Simulations (Network Analysis)
Contract Correspondence
Contract Tendering and Purchasing Records
Construction Standard Practice Instructions
Design Reports
Distribution Standard Practice Instructions
Emergency Standard Practice Instructions
Engineering Assessments
Engineering's Cost Reports, Evaluations, and Consultants Records
Environmental Assessment and Impact Studies
Facility Drawings and Records
Gas Outage and Defect Reports
Geotechnical Records and Reports
Heritage Resources Impact Assessments
Land Acquisition and Damage Settlements
Leak Survey Results
Material Usage Reports
Municipal and Rural Planning Approvals
Plant Manuals and Equipment Manuals
Pipeline maps
Quality Control Manuals
Pre-qualification Records for Contractors and Consultants
Pressure Vessel Registrations
Project Management Records
Special Investigation Reports (Damages, Explosions)
Station Fabrication and Site Plans
Supplier Evaluations
System Performance and Improvement
TransGas Operating Permit Records
Transmission Standard Practice Instructions
Transmission Tie-in drawings
Welding Specifications and Certification

PERSONAL INFORMATION

None

ENVIRONMENTAL AFFAIRS

Oversees corporate activities as they relate to environmental considerations.

GENERAL CLASSES OR TYPES OF RECORDS

Information concerning provincial and federal legislation and associated correspondence
Internal and external correspondence respecting environmental matters
Minutes of meetings of internal and external working groups
Miscellaneous books, research papers, reports, newsletters and manuscripts related to

Environmental matters.
Policies, Procedures, Practices and
Environmental Audit Manuals
Project Environmental Reviews
Regulatory records including copies of permits, licenses, etc.
Waste Management Data including Analytical Results

PERSONAL INFORMATION

None

TRANSMISSION OPERATIONS

This division is responsible for the corporation's transmission operations, including gas processing, gathering, storage facility operations, compression and transmission.

GENERAL CLASSES OR TYPES OF RECORDS

Equipment drawings and manuals
Gas Quality Analysis
Maintenance Schedules
OHC and plant safety review and audits
Operational records, amount of fuel used, maintenance costs of plants and units
Production records

PERSONAL INFORMATION

None

BUSINESS DEVELOPMENT & MARKET SERVICES

This division serves as a link between customers and the Corporation. Its purpose is to maintain customer relations, develop and expand markets, plan for new facilities, examine and evaluate new business opportunities and maintain all Customer Contracts.

GENERAL CLASSES OR TYPES OF RECORDS

All Customer records related to service provided
Customer information
Business case analysis
Business Plans
Design Criteria
Economic Forecasting and Analysis
Facility Planning Studies
Facility Capacity Design and Assessment:
Transport Volumes and Demand; Daily Demand
Forecasts, strategies, and plans supporting business development and system planning

PERSONAL INFORMATION

None

SASKENERGY INTERNATIONAL INCORPORATED

GENERAL CLASSES OR TYPES OF RECORDS

Business plans
Contracts with third parties
Foreign country research/data/annual reports
Market development plans/files
Project files/reports
Third party market/project studies

PERSONAL INFORMATION

Information that relates to health care that has been received by an individual or to the health history of an individual.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskEnergy Incorporated
1100 - 1945 Hamilton Street
Regina, Saskatchewan S4P 2C7

Telephone: (306) 777-9427
Fax: (306) 565-3332

SASKTEL SUPERANNUATION BOARD

ADDRESS

2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

MANDATE

The Saskatchewan Telecommunications Superannuation Board's mandate is to administer the provisions of the *Saskatchewan Telecommunications Superannuation Act*.

GENERAL CLASSES OR TYPES OF RECORDS

The Board maintains records necessary for the administration of the pension plan.

PERSONAL INFORMATION BANKS

SaskTel Superannuation Board Records

Location: SaskTel Head Office **Information Maintained:** Superannuate data, fund equity, financial statements, payments detail **Uses:** Manage the SaskTel Superannuation Plan **Users:** Superannuation Plan managers **Type of Individuals:** SaskTel superannuates and employees enrolled in the SaskTel Superannuation Plan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskTel
7th Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-4352
Fax: (306) 359-9022

SOCIAL SERVICES

ADDRESS

1920 Broad Street
Regina, Saskatchewan S4P 3V6

MANDATE

The mandate of Social Services is to advance the well-being of Saskatchewan people. The Department: helps vulnerable families care for and support their members; provides basic income support for those in need; works to reduce the risks and disadvantages of poverty; protects children from abuse and neglect; provides services for youth in conflict with the law; and, also promotes a standard quality of day care and supports independent community-based services for people with mental and physical disabilities.

ORGANIZATION

The Department is organized into the following divisions and branches:

- Office of Disability Issues
- Corporate Policy Unit
- Communications and Public Education Branch
- Research and Evaluation Branch
- Financial Management Division
- Technology and Property Management Division
- Family and Youth Services Division
- Income Security Division
- Community Living Division
- Organizational Development Division
- Child Day Care Division

The head office is located in Regina. The public is served directly through regional offices and institutional facilities located throughout the Province. Please consult the Blue Pages of your local telephone directory for offices/facilities located in your area.

DEPUTY MINISTER'S OFFICE

The Deputy Minister is the chief executive officer of the Department of Social Services. The office provides staff support to the Deputy Minister in the overall management of the Department, coordination of policy, programs and strategic planning.

GENERAL CLASSES OR TYPES OF RECORDS

Appreciation, Complaints & Inquiries
Associations/Organizations
Child Care
Committees
Communications
Community Living
Conferences/Meetings
Consultants
Corporate Planning
Executive Direction
Family and Youth Services
Federal/Provincial - Department/Agencies
Human Resources
Income Security
Intergovernmental Relations
International
Legal Matters
Minister
Operations and Programs
Policy
Premier
Provincial - Intra/Inter (Departments/Crowns/ Agencies)
Reports and Statistics
Support Services

PERSONAL INFORMATION

None

Office of Disability Issues

The purpose of the office is to serve as a focal point for provincial government initiatives on disability issues. The goal is to increase the responsiveness of the regular service system to the needs of persons with disabilities, while facilitating the development or maintenance of specialized services as needed.

The mandate of the office is:

- to direct the development of an integrated, coordinated array of public policies, programs and services for persons with disabilities;
- to work with government departments and the disability community to identify and resolve issues of concern to the disability community;
- to participate on behalf of Saskatchewan at federal and interprovincial meetings;
- to work with departments and the community in implementing the national vision for persons with disabilities.

The functions of the office include leadership, coordination, research, policy development, education, communication, consultation, collaboration and negotiation.

GENERAL CLASSES OR TYPES OF RECORDS

Correspondence and Briefings
Reports/Studies/Discussion Papers
Meetings/Committees/Conferences
Minister's Referrals
Newsletters/Public Education Materials
Provincial/Federal Government Programs/ Policies

PERSONAL INFORMATION

None

Corporate Policy Unit

The Corporate Policy Unit participates in the development and negotiation of federal-provincial and interprovincial initiatives. The Unit supports the offices of the Deputy Minister and Minister through the preparation of briefing materials on departmental and intergovernmental issues. It also coordinates the department's legislative agenda and provides policy support.

The Unit is responsible for the negotiation and administration of federal-provincial cost sharing agreements such as the Young Offenders Agreement and the Employability Assistance for People with Disabilities Agreement as well as chargebacks to Indian and Northern Affairs Canada and First Nations Child and Family Services agencies for services provided to status Indians.

GENERAL CLASSES OR TYPES OF RECORDS

Documents relating to intergovernmental committees and meetings
Correspondence, briefings, and reports on policy matters
Documents relating to policy/program analysis of intergovernmental initiatives
Federal-provincial and interprovincial agreements
Correspondence and reports pertaining to cost sharing agreements
Cost sharing claims/invoices, receipts and related working papers
Records pertaining to the coordination of legislation

PERSONAL INFORMATION

Summary Client Information On Children In Care

Location: Regina **Information Maintained:** Child's name, birth date, Indian registry number where applicable, names and residency of parents when child came into care **Uses:** To identify children who are the financial responsibility of the federal government **Users:** Corporate Policy

Unit staff and the Coordinator of Aboriginal Policy **Type of Individuals:** Children in the care of the Minister. Access to these records is governed by *The Child and Family Services Act* and not by *The Freedom of Information and Protection of Privacy Act.*

Communications and Public Education

The branch promotes department programs and activities by developing and providing information to client groups, public, media and staff.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising
News Releases
Newsletters
Publications
Pamphlets
Promotional materials
Public Relations
Speeches

PERSONAL INFORMATION

None

Research and Evaluation Branch

The branch has primary responsibility for conducting research, and evaluating the performance of the department's programs and policies.

GENERAL CLASSES OR TYPES OF RECORDS

Correspondence relating to research and evaluation projects
Data collected for research and evaluation projects
Research and evaluation reports.

PERSONAL INFORMATION

None

FINANCIAL MANAGEMENT DIVISION

The Division is responsible for providing comprehensive corporate financial management through the coordination, preparation and control of annual expenditure and revenue budgets, interim financial arrangements; and through expenditure authorization and controls meeting government regulations and generally accepted accounting principles. In addition the Division is responsible for administering grant payments to non-governmental organizations which are funded on a contractual basis by the department. The Division's role is to ensure compliance with government financial management policies, generally accepted accounting practices, as well as providing financial information for management purposes.

GENERAL CLASSES OR TYPES OF RECORDS

The records of the Division contain all financial information and transactions on departmental expenditures, employee payroll, and revenue collections resulting from Canada/Saskatchewan Cost Sharing Agreements, recovery of overpayments of social assistance, and the collection of other fees. Also contains general information and documents relating to funding and contract administration of department funded non-government organizations and records related to departmental budget management.

Agreements with Non-Governmental Organizations
Agreements with Trustee/Advocacy Providers
Agreements for Residential Services
Child-in-Care Information Forms

Collection of Overpayment of Social Assistance (Inactive Clients Only)
Community Living Group Home Contracts
Database containing Foster Maintenance Payments
Database containing Foster Maintenance Overpayments
Database of outstanding accounts under *The Child and Family Services Act*, Collection of Special Allowances for Children-in-Care from the Government of Canada
Family Services Preventative Services Agreements
Family Services Parent Therapist Agreements
Payments and Fees for Children-in-Care
Payments to Social Assistance and Family Income Plan Recipients and Vendors
Young Offender Alternative Measures Agreements
Records related to department's Budget Management

PERSONAL INFORMATION

Foster Parent Addresses

Location: Regina **Information Maintained:** Foster Parent name, address, and names of children-in-care **Uses:** Payment of Foster Maintenance Allowances **Users:** Foster Maintenance Unit **Type of Individuals:** Foster Parents and children-in-care.

Accounts Receivable (Residential Service Agreements)

Location: Regina **Information Maintained:** Parents/Children names, address, outstanding amount, dates of agreement **Uses:** Collect and maintain accounts receivable records and prepare quarterly reports **Users:** Foster Maintenance Unit **Type of Individuals:** Parents and children-in-care.

Overpayment Collection Files (Inactive Clients only)

Location: Regina **Information Maintained:** Name, address, birth date, marital status, health number, social insurance number, gender, amounts overpaid and collected, receipts, and correspondence **Users:** Collection of overpayments from inactive clients **Users:** Accounts Receivable Unit **Type of Individuals:** Inactive social assistance clients, bankrupt social assistance clients, bankrupt Family Income Plan clients, and bankrupt Child Care clients.

Financial Institution Account Numbers

Location: Regina **Information Maintained:** Name, address, names of family member's bank account number **Uses:** Direct deposit of Saskatchewan Employment Supplement benefits **Users:** Financial Services, Income Security **Type of Individuals:** Saskatchewan Employment Supplement clients

TECHNOLOGY AND PROPERTY MANAGEMENT DIVISION

The Division provides province-wide support for departmental operations. The Division is responsible for: leading the department in the use of information technology to meet program and client needs; helping staff develop new initiatives in areas of information technology and property management; operating the Department's computer environment including mainframe, local area network, and microcomputer systems, and supporting end users of the systems; developing and maintaining computer applications; planning for, acquiring and maintaining Department buildings, equipment and supplies; managing forms and records; and managing the Central Vehicle Agency fleet of vehicles assigned to the Department.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on computer/system policy, procedures, administration, development, maintenance, training, and a variety of related support functions. Also contains records relating to space and accommodation, procurement of goods, telephones, vehicles and mail services.

Acquisition Records
Automated Client Index System
Child Care System
Committees/Conferences
Community Living System
Computer Equipment and Software Inventory Listing
Information Technology Strategic Committee Minutes
Computer Training
E-Mail
Family and Youth Services System
Financial Management System
Fixed Assets Inventory System
Installations
Networks
Problem Log (Help Desk)
Production/System Support
Project Development
Saskatchewan Assistance Plan System
Security Systems
Statistics Systems
System Interfaces
Systems Surveys, Studies and Reviews
Young Offenders System

PERSONAL INFORMATION

None

FAMILY AND YOUTH SERVICES DIVISION

This Division is responsible for the administration of *The Child and Family Services Act* and *The Adoption Act*. Access to client records created pursuant to these Acts is governed by the Acts, and not by *The Freedom of Information and Protection of Privacy Act.* Activities include child protection, family support, substitute care for children in need of protection, adoption, services for teen and young parents, and the program administration of a number of grant-funded non-government organizations providing services directly related to the mandate of the Family and Youth Services Division.

The Division also administers the *Young Offenders Act* (Canada) which was proclaimed in 1984. Access to client records created pursuant to this Act is governed by the Act, and not *The Freedom of Information and Protection of Privacy Act.* The Young Offenders Program is comprised of two units, custody and community programs.

Custody programs provide for the care, and supervision of youths sentenced to open or secure custody by the youth court, as well as providing care for youth held on remand/police detention orders. There are three secure/remand/detention centres and eight open custody facilities in the province. As well, there are private homes designated as Community Homes, which provide for open custody dispositions.

Community programs offer the youth courts sentencing alternatives that are community based. There are approximately ten different types of community programs offered throughout the province at various locations.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policies, administration and projects related to service delivery:

Adoption
Child and Family Services - General
Child Nutrition and Development
Child Protection
Children's Services (Child Care)
Committees
Community Programs
Custody Programs
Family Support Services
Family Violence
Federal Government Correspondence
Foster Care
Grant Funded Non-Government Organizations
Group Homes/Private Treatment/Provincial Institutions
Non-Government Agencies/Individuals
Publicity
Referrals and Briefings
Teen and Young Parent Services
Young Offenders Program

PERSONAL INFORMATION

Contain information about child protection, adoption, teen and young parent clients, foster parents, children-in-care, in order to monitor services provided and to progress toward resolution of problems of client families and children.

Child Protection Files

Location: Regional offices **Information Maintained:** Family background, including names, birth dates, places of birth, marital status, address, phone number, occupation, education, religion, ethnic origin, Treaty status, Saskatchewan Health number, social insurance numbers for all family members; child's developmental and health history; extended family information; information regarding investigation and assessment; reports and assessments. **Uses:** To maintain a record of family involvement with child protection services. **Users:** Regional and Central Office staff **Type of Individuals:** Families receiving family support services or child protection services. Access is restricted under the provisions of *The Child and Family Services Act.*

Children's Services Files

Location: Regional offices **Information Maintained:** Child's name, birth date, address, ethnic origin, Saskatchewan Health number, personal history (e.g.. health, developmental, educational, emotional, social), reason for coming into care, family background (names addresses, ages, ethnic background, relationship to child, health, educational history, physical description). Record of child's placements (dates of placement, members of the household, child's adjustment, any unusual incidents); child's involvement with birth family; plans for future; identification of any services or needs and a plan to provide these; any other relevant information about a particular child; financial information concerning payments made on child's behalf; correspondence concerning child (medical, educational assessments); court documents regarding the child's legal status. **Uses:** To maintain a record of the child's family background; involvement with child's family; health; developmental, emotional and educational progress while in care; listing of child's placements; and, planning for future. **Users:** Regional and Central Office staff. **Type of Individuals:** Children in the care of the Minister. Access is restricted under the provisions of *The Child and Family Services Act.*

Foster Care Files

Contain information about children in the care of the Minister and foster homes resources.

Location: Regional offices **Information Maintained:** Foster family's names, birth dates, address, marital status, ethnic origin, religion, occupations, constitutional status, maiden/ previous names, family unit members, household occupants, medical and financial information, outcome of criminal records checks; self assessment and personal evaluations, home safety check list, reference checks, correspondence, record of training attended, assessment of ability to care for a child, home study report, foster home agreement, annual reviews; ongoing recording regarding children placed in home, children's adjustment, any particular incidents or issues pertaining to the care of children in the home, financial information regarding payments made to the foster parents by the Department. **Uses:** To assess suitability of applicant to be approved as a foster parent; to maintain a record of children placed in the home; any issues or incidents that arise concerning the care of these; children, annual reviews of the home; and, training the foster parents have taken. **Users:** Regional and Central office staff. **Type of Individuals:** Active foster families; persons applying to be approved as foster parents. Access is restricted under the provisions of *The Child and Family Services Act.*

Adoption Files

Contain information about children who are registered for adoption and information about families who have applied to adopt.

i) Adoption Home Files

Location: Regional offices **Information Maintained:** Adoptive applicant's name, birth date, address, marital status, ethnic origin, religion, occupation, constitutional status, maiden name, family unit members, household occupants, medical and financial information, outcome of criminal record check; self assessment and personal evaluation, reference checks, correspondence, assessment and recommendation, adoption study report, selection information, placement information, placement recordings, assessment of placement, legal adoption documents and finalization of adoption documents. **Uses:** To assess suitability of applicant(s) to be approved as potential adopting parents and to maintain a record of activity in the selection and placement of a child or children. **Users:** Regional and Central Office staff. **Type of Individuals:** Approved adoptive parents; persons applying to adopt. Access is restricted under the provisions of *The Adoption Act.*

ii) Adoption Child Care Files

Location: Regional offices **Information Maintained:** Child's name, birth date, address, ethnic origin, Saskatchewan Health number, personal history (e.g.. health, developmental, educational, emotional, social), reason for coming into care, family background, (names addresses, ages, ethnic background relationship to child, health, educational history, physical description). Child's placement listing; placement information, (dates of placement, members of the household; child's adjustment, any unusual incidents); child's involvement with birth family; plans for future; identification of any services or needs and a plan to provide these; any other relevant information concerning a particular child; financial information concerning payments made on child's behalf; correspondence concerning child (medical, educational assessments); court documents regarding the child's legal status; report on adoptive family. **Uses:** To maintain a record of the child's family background, and involvement with family; health, developmental, emotional and educational progress while in care; listing of placements, and information about child's adjustment in the adoptive home. **Users:** Regional and Central Office staff. **Type of Individuals:** Children in the care of the Minister. Access is restricted under the provisions of *The Adoption Act.*

iii) Assisted Adoption Files

Location: Regional offices **Information Maintained:** Contain original copies of legal and supporting documents, including medical reports, records on family background, health, development, emotional and educational progress on child in Assisted Adoption placement. **Uses:** To ensure payments for length of Assisted Adoption Agreement; amalgamated with the legal adoption file upon expiry of agreement. **Users:** Regional staff **Type of Individuals:** Selected hard-to-place and special needs children in the care of the Minister. Access is restricted under the provisions of *The Adoption Act.*

iv) Legal Adoption Files

Location: Centrally located in Regina **Information Maintained:** Contain placement history on all persons who have been adopted; placement history from child-in-care files; adoption study, including social, medical and personal data of adoptive parents; social history of child and birth parents; family services social history; chronological record of involvement with child; medical history of child; legal documentation relating to birth, committal to care and adoption of child; photographs of child and/ or family members. **Uses:** To provide medical and other background on adoptee; to provide information to facilitate reunion of adult adoptees and natural parents. **Users:** Adopting parents; adult persons who have been adopted; Regional staff. **Type of Individuals:** Adopted children and their natural and adoptive families. Access is restricted under the provisions of *The Adoption Act.*

Community Services - General Files

Location: Young Offenders Program, Central Office **Information Maintained:** Records of Criminal Appeals, pre-disposition reports, records of transfers of disposition and transfers to adult court, case consultations, sentencing information, Youth Court case transcripts. Files include personal and family information as well as information relating to any offences alleged to have been committed by the young person. **Uses:** Provide information related to Youth Court and sentencing to assist in program planning, monitoring case management activity, identifying issues requiring consultation with Justice. **Users:** Young Offenders Program Central Office and Regional staff. **Type of Individuals:** Youth in conflict with the law. Access is restricted under the provisions of *The Young Offenders Act* (Canada).

Community Services Programs and Projects

Location: Young Offenders Program, Central Office and Regional Offices throughout the province. **Information Maintained:** Contracts for service delivery; monthly program information and statistics including fee for service payments; correspondence respecting program and youth including names, birth dates, nature of offences regarding youth as well as identification and location of victims; inter-provincial requests for supervision of youth; case closure summaries; referral data forms for youth in the Alternative Measures Program. **Uses:** Assist in forecasting for funding to non-government agencies delivering Branch programs, determining program impact, identifying characteristics of youth participating in community programs, assist in development of new initiatives, identify target groups. **Users:** Young Offenders Program Central Office and Regional staff. **Type of Individuals:** Youth in conflict with the law. Access is restricted under the provisions of the *Young Offenders Act* (Canada).

Facilities - Non-government Facilities - Community Home Programs

Location: Young Offenders Program, Central Office **Information Maintained:** Monthly record attendance, daily counts, incident reports, statistical information, staffing issues, general correspondence, space requirements, contracts, budgets, general correspondence. **Uses:** Determine size of facilities, monitoring budget forecasting, cost-sharing purposes, monitor activity within facilities. **Users:** Management staff, Federal Cost-sharing. **Type of Individuals:** Young Offenders and youths awaiting court appearance. Access is restricted under the provisions of the *Young Offender Act* (Canada)

Young Offender Case Files

Location: Custody facilities, and regional offices throughout the province. **Information Maintained:** Name, date of birth, sex, data on parents, guardianship, education, medical and psychological data and behavioural reports, agreements, temporary release data, related financial information, criminal offences, admission and discharge documents, case supervision and related correspondence. **Uses:** Provide case management information; administer disposition. **Users:** Custody facility staff, community youth workers, program supervisors and Department of Social Services program staff. **Type of Individuals:** Young offenders and youths awaiting court appearance. Access is restricted under the provisions of the *Young Offender Act* (Canada)

INCOME SECURITY DIVISION

The Income Security Division provides basic income support services for individuals and families who for various reasons including unemployment, disability, ill health, or low income, cannot meet their basic needs. It also supplements the financial resources of low-income families with dependant children, to assist them in meeting the cost of food, shelter, and other necessities under the Saskatchewan Employment Supplement and Child Benefit Adjustment. The public is served directly through regional offices, the Saskatchewan Child Benefit and the central administration office.

In addition, the Branch administers the Child Care Subsidy Program. This program is available to eligible parents, based on an income test, who are attending an educational/training program or are employed who use licensed facilities for child care.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policies, program management and projects related to the delivery of financial assistance and supplemental benefits.

Agency Agreements
Appeal Committees and Boards - appointments, information sheets, annual reports, training, honorariums, minutes, review, requests and action taken, appeal decisions
Computer Systems
Family Child Care Provider and Child/Day Care Centre Payment Files
Financial Controls
Legal Opinions
Meetings/Committees/Conferences
Minister's Referrals
Ombudsman's Referrals
Overpayment Recoveries
Planning and Special Projects
Program Policy
Quality Improvement
Regional Delivery
Reports
Statistics
Surveys/Reviews/Studies
Memorandum of Understanding

PERSONAL INFORMATION

Saskatchewan Assistance Plan and Family Income Plan Client Files (Family Income Plan ended June 30, 1998)

Location: Regional offices and the central administration office **Information Maintained:** Applicant's name, address, date of birth, social insurance number, health number, phone number, gender, driver's license number, band registry number, marital status, and constitutional status; name of former spouse; current spouse's name, maiden/alias name, constitutional status, gender, birth date, social insurance number, health number, and driver's license number; dependent children's names, gender, birth date, health number, school grade completed, constitutional status, and relationship to applicant; names, gender and relationship of other individuals living in home; medical information, education and training, employment history, assets, income, needs, expenses, banking information, unemployment insurance information, consent to verify, legal aid application, assessments, verification documents, worker calculations and recordings, benefit payments, local/provincial appeal reports and proceedings, correspondence. **Uses:** Assess and verify eligibility for benefits; determine amount of benefits payable; claim federal cost-sharing revenues; program administration. **Users:** Regional office staff and Family Income Plan staff **Type of Individuals:** Applicants/recipients of social assistance and Family Income Plan benefits.

Saskatchewan Employment Supplement

Location: Saskatchewan Employment Supplement Office, 1920 Broad Street, Regina **Information Maintained:** Family composition as provided by Health: names, address, date of births, health number, social insurance number for the applicant and spouse. Reported Income: employment, self employment or support. Derived income: Employment Insurance, Worker's compensensation, Canada Pension. Confirmation of Eligibility, banking information and consents to obtain and verify information. Audit and appeal findings. Supplements paid and calculations. **Uses:** Determine amount of supplement using current month's family composition and previous months gross income. **Users:** Saskatchewan Employment Supplement call centre staff **Type of Individuals:** Low income families with earnings, self employment income or support income greater than $125 per month but less than $3000 per month.

Child Benefit Adjustment

Location: Child Benefit Adjustment office, 1920 Broad Street, Regina **Information Maintained:** Applicant's name, address, date of birth, social insurance number, health number, phone number, gender, marital status, current spouse's name, gender, date of birth, social insurance number, health number, maritial status; dependent's children's names, gender, birth date, health number. Needs, income, assets, reporting requirements, client consent, appeal documentation, benefit payments, correspondence **Uses:** Provide an adjustment to families who are receiving less children's benefits as a result of the removal of children's basic allowance from the Social Assistance Plan (June 1998) and the incorporating of those benefits in the Federal Child Tax benefit structure (July 1998) **Users:** Child Benefit Adjustment staff **Type of Individuals:** Families who were in receipt of the Family Income Plan in June 1998, and those eligible for the Saskatchewan Assistance Plan or would be eligible for the Saskatchewan Assistance Plan using June 1998 rules and now are receiving less children's benefits with the implementation of Saskatchewan Employment Supplement and Saskatchewan Child Benefit programs in July 1998

Saskatchewan Income Plan

Location: Regina **Information Maintained:** Name, address, Health number, SIN/OAS number, payment period, table number and entitlement **Uses:** Determine eligibility and amount of monthly benefits. Maintain record of payments **Users:** Staff, Auditors, and Saskatchewan Health **Type of Individuals:** Seniors currently receiving or who have received benefits

Child Care Subsidy Program - Case Files

Location: Child Care Subsidy Program Office, 1920 Broad Street, Regina **Information Maintained:** Name, date of birth, social insurance number, Saskatchewan Health Services Number, child care subsidy application information, statement of family income, consent to verify income, reason for requiring child care services, eligibility decision, related correspondence. **Uses:** Determine eligibility for subsidy, monitor eligibility status, and pay subsidy entitlements. **Users:** Child Care Subsidy staff. **Type of Individuals:** Families requesting financial assistance for child care costs.

COMMUNITY LIVING DIVISION

Community Living Division is responsible for a range of services and programs funded for, or provided to, persons with disabilities and their families. The division's head office is located in Regina and it has 15 district offices located in Saskatoon, Yorkton, Rosetown, Regina, Moose Jaw, Swift Current, Estevan, Weyburn, Prince Albert, North Battleford, Meadow Lake, Nipawin, Melfort, La Ronge and Humboldt. The division is also responsible for the operation of the Valley View Centre in Moose Jaw.

GENERAL CLASSES OR TYPES OF RECORDS

Contain general information and financial documents relating to programs administered by funded agencies.

Family Support Services
- respite services
- early childhood intervention program

Residential Services
- group homes
- approved private-service homes
- supportive living
- supported apartment living

Specialized Support Services
- interpreter services for people with learning impairments
- provincial organizations which assist service providers or service consumers

Vocational Services
- activity centres
- sheltered workshops
- long-term employment programs
- activity programs

PERSONAL INFORMATION

Case Management Files - contain information on the case management of individuals under the Community Living Division mandate.

Community Placement Client Files

Same standard as Case Management files.

Location: District offices in Saskatoon, Yorkton, Rosetown, Regina, Moose Jaw, Swift Current, Estevan, Weyburn, Prince Albert, Meadow Lake, Nipawin, North Battleford, Melfort, La Ronge and Humboldt. **Information Maintained:** Historical information, chronological recordings, personal information which includes individual program plans, assessments. **Uses:** Program planning and monitoring; history of individual. **Users:** Social work staff and therapists. **Type of Individuals:** Mentally and/or physically disabled individuals who choose to use our services.

Approved Private-Service Home Files

Contain information on approved private-service home proprietors.

Location: District offices in Saskatoon, Yorkton, Rosetown, Regina, Moose Jaw, Swift Current, Estevan, Weyburn, Prince Albert, Meadow Lake, Nipawin, North Battleford, Melfort, La Ronge and Humboldt. **Information Maintained:** Client service, ongoing chronological recordings, home studies, annual reviews, fire and health inspection reports. **Uses:** To monitor the appropriateness of service provided in order to determine whether to certify for the following year. **Users:** Social work staff; central office staff. **Type of Individuals:** Approved private-service home proprietors.

Valley View Centre

Valley View Centre in Moose Jaw, is a nationally accredited 390 bed facility which provides long term care for people with intellectual disabilities. The Centre provides services specifically to those individuals whose needs can not currently be met in the community.

GENERAL CLASSES OR TYPES OF RECORDS

Contains program information related to the following topics:

Committees/Conferences/Meetings
Correspondence
Hotel Services
Medical Services
Policy and Procedures
Program Services
Reports/Studies/Surveys

PERSONAL INFORMATION

Resident Main Files

Resident Main Files are maintained in the Records/Library area at Valley View Centre. The Resident Main Files are divided into four sections, and are as follows:

Section I Social History

Information Maintained: Name, date of birth, sex, name and address of parent/guardian, certificate of findings of incompetence, admission and discharge summaries, social history/case history.

Section II Medical

Information Maintained: Release forms, annual physical examination, correspondence and consultation to and from doctors, transfer of patients to and from outside health care facilities, hospital admissions, hospital progress notes, nursing department reports, physiotherapy, speech/hearing, E.E.G., x-ray and laboratory, incident reports.

Section III Programming and Psychology

Information Maintained: Individual Program Plans (IPPs), restraint and segregation reports, review conferences, assessment and reports from O.T., recreational therapy, school, workshop, cottage reports, camp reports, psychological write-ups, summaries, tests, reports.

Section IV Correspondence

Information Maintained: All memos, letters pertaining to admission and discharges between family, social workers, and other outside agencies and Valley View Centre. **Uses:** Maintain, plan, monitor and evaluate care and treatment provided to clients at Valley View Centre. **Users:** Cottage staff, senior administrative and medical staff, program therapists, social workers. **Type of Individuals:** Residents of Valley View Centre

Pharmacy Files

These are individual client files on all residents receiving medication and indicates drugs administered.

Location: Pharmacy, Valley View Centre
Information Maintained: Name, allergies, patient health number, doctor, current medications, prescriptions on hold, discontinued prescriptions and clinical notes. **Uses:** To provide information on drugs administered to all residents receiving medication. **Users:** Medical staff, pharmacist, R.P.N's and other resident care staff. **Type of Individuals:** Residents of Valley View Centre

ORGANIZATIONAL DEVELOPMENT DIVISION

The Organizational Development Division provides strategic human resource management services to the department

Using a shared service delivery model, staff in the Organizational Development Division work with and support Regional Business Managers, departmental managers, and supervisors who are responsible for day to day personnel administration in their area.

Regional Business Managers and Facility Administration staff provide front line Human Resource services to staff, in their home location, in the areas of staffing, classification, leaves of absence, and benefit entitlement.

Working closely with Regional Business Managers, division staff ensure consistent application of the benefit entitlements and contract provisions for staff throughout the department.

The division also coordinates staff development plans and activities.

GENERAL CLASSES OR TYPES OF RECORDS

Gathers and retains the following information related to Human Resources Issues and Policies:

Establishment/Organization

PERSONAL INFORMATION

None

Child Day Care Division

The Division administers the provincial child care program. The Division licenses child care centres and family child care homes under the authority of *The Child Care Act*, and monitors and provides support to all licensed facilities.

The Division also administers various grants to centres and homes that assist in start-up costs as well as operational costs. Grants are also available to assist placement of special needs children in centres and homes.

GENERAL CLASSES OR TYPES OF RECORDS

Child Care Associations/Committees
Child/Day Care Centre Licensing Files
Grants

Interprovincial Child Care
National Child Care Initiatives
Program Development
Public Consultations
Special Needs Program
Statistical Data
Surveys and Studies

PERSONAL INFORMATION

Training Equivalencies Applications

Location: Child Day Care Administration Branch, Central Office, Regina **Information Maintained:** Applicant's name, address, reason for requesting equivalency, employment status, duties and education/training **Uses:** To evaluate the applicants education history as acceptable equivalency of certification requirements **Users:** Child Day Care Administration **Type of Individuals:** Potential and existing employees of licensed child care centres who have applied for training equivalencies to the certification requirements of The Child Care Regulations

Family Child Care Home Licensing Files

Location: Child Day Care Administration Branch, Central Office, Regina and Regional Child Day Care offices in Regina, Saskatoon, Moose Jaw, Yorkton, Weyburn and Prince Albert **Information Maintained:** Name, age, address, marital status, Saskatchewan Health Services Number, family unit members, household occupants, medical information, personal evaluation, home safety checklist, correspondence, funding documentation, ongoing licensing data. **Uses:** Maintain application and assessment information used for licensing, and ongoing monitoring of standards to ensure appropriate care for children in homes. **Users:** Child Day Care Administration and Regional staff. **Type of Individuals:** Individuals/families operating or applying to operate licensed family child care homes.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Coordinator
Social Services
1920 Broad Street
Regina, Saskatchewan S4P 3V6

Telephone: (306) 787-3576
Fax: (306) 787-1600

SURFACE RIGHTS ARBITRATION BOARD

ADDRESS

113 2nd Avenue East, Box 1597
Kindersley, Saskatchewan S0L 1S0

MANDATE

Under the Surface Rights Acquisition and Compensation Act, RSS 1978 the Board settles disputes between the landowner and/or occupant and the mineral operator as it applies to the surface of the land.

Disputes may include: entry onto the land for wellsites or flowline/service line construction, compensation, damage claims and reclamation upon abandonment.

ORGANIZATION

The Board is comprised of a chair, five board members and three secretarial assistants.

GENERAL CLASSES OR TYPES OF RECORDS

Arbitration Files
Board Orders
Current Files
Leases/Easements/Amendments/Releases
Trust Account Files

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-5830

TEACHERS' SUPERANNUATION COMMISSION

ADDRESS

226 - 3085 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Teachers' Superannuation Commission is responsible to the Minister of Education for the administration of *The Teachers' Superannuation and Disability Act; The Teachers' Life Insurance (Government Contributory)Act; The Teachers' Dental Plan Act;* and the Regulations to these Acts.

ORGANIZATION

The Commission consists of seven members appointed by the Lieutenant Governor in Council.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the administration of superannuation, group life insurance and dental plan.

PERSONAL INFORMATION

Contain information relating to the operation of the Teachers' Superannuation Plan, insurance plan and dental plan.

Teachers' Superannuation

Location: Teachers' Superannuation Commission **Information Maintained**: Name, maiden name (if applicable), home address, gender, date of birth, social insurance number, certificate type and number, years of service for pension purpose, salary, nominee/beneficiary, contributions made **Uses:** Maintain permanent file of experience in the provincial school system, determining eligibility for pension, payouts on termination and transfers to other jurisdictions, eligibility to purchase service, insurance payouts on death or dismemberment, reimbursement of dental claims **Users:** Teachers' Superannuation staff, Saskatchewan Teachers' Federation, individuals **Type of Individuals:** Inactive and active teachers, Secretary-Treasurers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2131

WAKAMOW VALLEY AUTHORITY

ADDRESS

276 Home Street East
P.O. Box 1266
Moose Jaw, Saskatchewan S6H 4P9

MANDATE

The primary purpose of Wakamow is to coordinate the use, development, conservation, maintenance, programming and improvement of public land in a 365 hectare management area.

ORGANIZATION

Wakamow Valley Authority is constituted as a corporate body under an Act of the Legislative Assembly of Saskatchewan dated March 31, 1981, and is made up of four participating bodies including the City of Moose Jaw, the Province of Saskatchewan, the Rural Municipality of Baildon No. 131 and the Rural Municipality of Moose Jaw No. 161. These organizations appoint a total of nine people to a Board of Directors, which is ultimately responsible for Wakamow's administration.

Wakamow has four standing committees - Advisory Committee, Development Fund Committee, Sportsman's Centre Committee and Education Committee.

GENERAL CLASSES OR TYPES OF RECORDS

Administration
Boards & Committees
Federal, Provincial & Municipal Governments
Groups & Organizations
Personnel
Wakamow Agreements/Contracts
Wakamow Valley Authority Act
Wakamow Valley - Park, Headquarters & General Financial

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Wakamow Valley Authority
P. O. Box 1266
Moose Jaw, Saskatchewan S6H 4P9

Telephone: (306) 692-2717
Fax: (306) 692-8188

WANUSKEWIN HERITAGE PARK CORPORATION

ADDRESS

R.R. #4
Saskatoon, Saskatchewan S7K 3J7

MANDATE

The Wanuskewin Heritage Park Corporation shall establish, maintain and operate Wanuskewin Heritage Park; contribute to the conservation and preservation of heritage sites; contribute to the interpretation and preservation of native culture through the heritage sites, artifacts and knowledge; and contribute to the development and promotion of tourism in the park.

GENERAL CLASSES OR TYPES OF RECORDS

Archaeology Research Records
Natural Resource Records
Visitor Program Records

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Wanuskewin Heritage Park Corporation
R.R. #4
Saskatoon, Saskatchewan S7K 3J7

Telephone: (306) 931-6767
Fax: (306) 931-4522

WASCANA CENTRE AUTHORITY

ADDRESS

Wascana Place
2900 Wascana Drive
P. O. Box 7111
Regina, Saskatchewan S4P 3S7

MANDATE

The Wascana Centre Authority is responsible for reviewing and approving all exterior construction activities which take place in the Centre. It coordinates use, development, conservation, maintenance, and improvement of land within Wascana Centre according to the Master Plan. It also advances the purposes identified in the *Wascana Centre Act.*

ORGANIZATION

The *Wascana Centre Act* establishes an eleven member board appointed by three participating parties: the Government of Saskatchewan, City of Regina, and the University of Regina.

There are also several Advisory Committees which review submissions and provide advice and recommendations to the Authority.

The Executive Director is the Secretary to the Board and is responsible for overall operation.

Administration provides administrative services in accounting, personnel, budgeting, mailing and information services.

Pubic Relations provides publicity promoting Wascana Centre and is responsible for the Wascana Gift Shop and joe moran Gallery which displays and sells Saskatchewan-made arts and crafts.

Policing is responsible for enforcing the Wascana Centre Bylaws in addition to all federal, provincial and municipal laws.

Operations performs or causes to be performed all landscape construction and landscape maintenance in the Centre. It also undertakes service facility construction and maintenance upon mutual agreement with the participating party.

GENERAL CLASSES OR TYPES OF RECORDS

joe moran Gallery
Operations
Policing
Pubic Relations
Wascana Gift Shop

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Wascana Centre Authority
2900 Wascana Drive
Regina, Saskatchewan S4P 3S7

Telephone: (306) 522-3661
Fax: (306) 565-2742
email: wca@wascana.sk.ca
Website: www.wascana.sk.ca

WATER APPEAL BOARD

ADDRESS

216 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

The Water Appeal Board receives and acts on appeals from decisions, orders and actions of the Saskatchewan Water Corporation.

ORGANIZATION

A Board of not more than eight members is appointed by the Lieutenant Governor in Council to carry out the mandate of the Water Appeal Board.

GENERAL CLASSES OR TYPES OF RECORDS

Appeal Files
Trust Ledger

PERSONAL INFORMATION

Appeal Files

Location: Water Appeal Board **Information Maintained:** Name, address, appeal form, correspondence to Saskatchewan Water Corporation **Uses:** To resolve appeals **Users:** Water Appeal Board **Type of Individuals:** Landowners, Rural Municipalities

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Water Appeal Board
216 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 781-7071
Fax: (306) 787-8558

WESTERN DEVELOPMENT MUSEUM

ADDRESS

Curatorial Centre
2935 Melville Street
Saskatoon, Saskatchewan S7J 5A6

MANDATE

The mandate of the Western Development Museum is to collect, arrange, catalogue, recondition, preserve and exhibit to the public, the tools, machinery, implements, engines, devices and other goods and chattels connected with the economic and cultural development of Western Canada.

ORGANIZATION

The Board of Directors is appointed by Order-In-Council. An Executive Director, who is appointed by the WDM Board, supervises the Curatorial Centre in Saskatoon and four branch museums at Moose Jaw, North Battleford, Saskatoon and Yorkton.

GENERAL CLASSES OR TYPES OF RECORDS

Artifact Collections
Board Working Papers
Branch Working Papers
Conservation/Restoration Working Papers
Exhibits Proposals, Plans, Schematics, Materials, Evaluations
Extension/Public Programming Working Papers
Historical - WDM Beginnings
Legal Decisions, Rulings, Opinions, Lawsuits
Library Donor Agreements/Accession List
Research Working Papers/Storylines

PERSONAL INFORMATION

WDM Membership Records

Location: WDM, Saskatoon **Information Maintained:** names, addresses, amount of donation **Uses:** fundraising/mailout **Users:** WDM **Type of Individuals:** general public

Artifact History Forms

Location: WDM, Saskatoon **Information Maintained:** donors and addresses; history of artifacts/family **Uses:** managing artifact collection **Users:** WDM, Heritage Information Network **Type of Individuals:** general public

Research Files

Location: WDM, Saskatoon **Information Maintained:** Oral histories; correspondence **Uses:** Research material **Users:** WDM Staff **Type of Individuals:** Inventors/businessmen/manufacturers

WDM Historical Files

Location: WDM, Saskatoon **Information Maintained:** records of WDM history including involvement of certain individuals **Uses:** Research material **Users:** WDM Staff/researchers **Type of Individuals:** WDM Chairman/Directors

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Western Development Museum
2935 Melville Street
Saskatoon, Saskatchewan S7J 5A6

Telephone: (306) 934-1400
Fax: (306) 934-4467
E-mail: swdm.sk.sympatico.ca
Website: wdmuseum.sk.ca

WOMEN'S SECRETARIAT

ADDRESS

7th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

MANDATE

The Women's Secretariat facilitates Government-wide co-ordination of legislation, policies and programs related to the status of women. It acts as a central point of contact and provides policy and research support to the government on women's issues.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative records for the Women's Secretariat are maintained by the Department of Labour.

Correspondence Relating to Status of Women and Women's Issues
Internal, Interdepartmental, Intergovernmental and External Mailing List of Individuals and Organizations Interested in Women's Issues
Research Papers, Reports, Statistics and General Information

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Women's Secretariat
7th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-2329
Fax: (306) 787-2058

WORKERS' COMPENSATION BOARD

ADDRESS

200 - 1881 Scarth Street
Regina, Saskatchewan S4P 4L1

MANDATE

Employers of the Province are assessed on the basis of payroll expended and monies collected are disbursed to injured workers for payment of wage loss, medical aid, pensions and vocational rehabilitation.

ORGANIZATION

The Workers' Compensation Board is comprised of the following:

Board and Executive Offices

The Board office provides policy direction, adjudicates final appeals from claimants and employers and rules on rights of action. The Executive office directs the operations and administration in accordance with Workers' Compensation legislation.

GENERAL CLASSES OR TYPES OF RECORDS

Adjudication Policy Directives

Client Services Division

The Client Services Division, comprised of Claims Administration Department (claims less than 4 weeks duration) and Client Services Department (claims greater than 4 weeks duration) receives, investigates and adjudicates claims, administers payments, pensions and independence allowances.

GENERAL CLASSES OR TYPES OF RECORDS

Adjudication procedures

PERSONAL INFORMATION

Records information obtained from injured workers, employers, health care providers, and documents actions and decisions relating to a claim.

The Client Services Division is also comprised of four units. The Prevention, Safety & Return-to-Work unit, Extended Services, Medical Services and Health Care Services.

Prevention, Safety & Return-to-Work promotes injury prevention and safety education and assists employers, workers and unions in developing return-to-work programs for their workplace.

The Extended Services Unit evaluates and implements rehabilitation programs for injured workers including retraining, job search and dependent benefits.

Medical Services provides medical information, evaluation and support services to the board, Client Services Department, Extended Services Unit and Appeals Committee.

Health Care Services facilitates the Early Intervention Program and access to the secondary and tertiary health care treatment facilities. Facilitators provide support to the treatment facilities for clients in the Early Intervention Programs.

Budget & Finance Division

The Budget & Finance Division is comprised of the Financial Services Department and the Revenue & Employer Accounts Department.

Revenue & Employer Accounts classifies employers in accordance with industries, sets assessment rates and collects preminums through an employer account and clearance system. It audits employer records to verify employer compliance with Act legislation.

GENERAL CLASSES OR TYPES OF RECORDS

Industrial classification criteria
Employers' Payroll Statements
Accident cost summaries
Notice of Assessments
Statement of Account
Record of clearances issued

PERSONAL INFORMATION

Employer Files

The Financial Services Department provides financial support services, manages accounts receivable and payable, and investments. It also administers annuity funds in trust.

GENERAL CLASSES OR TYPES OF RECORDS

Annuity records
Investment records

Appeals Committee

The Appeals Committee hears first instance appeals from both workers and employers.

Planning, Research & Communications

Planning, Research & Communications is responsible for Corporate Planning and research . PRC also provides communication support to internal staff and external stakeholders.

Legal Services Department

The Legal Services Department provides legal advice relating to all matters affecting board operations.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Workers' Compensation Board
#200 - 1881 Scarth Street
Regina, Saskatchewan S4P 4L1

Telephone: (306) 787-9172
Fax: (306) 787-4234
e-mail: wdale@wcbsask.com
Website: www.wcbsask.com

WORKERS' COMPENSATION SUPERANNUATION BOARD

ADDRESS

c/o Workers' Compensation Board
#200 - 1881 Scarth Street
Regina, Saskatchewan S4P 4L1

MANDATE

The Workers' Compensation Superannuation Commission is responsible for the administration of the Worker's Compensation Superannuation Plan and its investment activities. The Board sets policy, reviews the performance of the superannuation fund, approves special agreements, and enters into contracts for special services (i.e. technical support).

ORGANIZATION

The Board consists of three members who are appointed by the Lieutenant Governor in Council.

To discharge its various duties the commission uses a number of organizations including the Plan Administrator (the Public Employees Benefits Agency), Investment Manager, Custodian, Asset Consultant, and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records pertaining to the administration of the pension plan including:

Actuarial Valuations
Actuarial Reports
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Registration of the plan under the *Income Tax Act*
Reciprocal Agreements

PERSONAL INFORMATION

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes. **Uses:** To calculate and pay benefits or special payments (i.e. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals**: Individuals who participate or have participated in the pension plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-5757
Fax: (306) 787-6576

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aboriginal - education	Post-Secondary Education & Skills Training
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boards - Arts	Sask. Arts Board

boards - Crown Management	Crown Investments Corporation
boards - Farm Land Security Board	Farm Land Security Board
boards - Farm Tenure Arbitration Board	Farm Tenure Arbitration Board
Boards - health research	Health
boards - Labour Relations Board	Labour Relations Board
boards - Land Appeal Board	Sask. Lands Appeal Board
boards - Milk Control Board	Milk Control Board
boards - Municipal Board	Sask. Municipal Board
Boards of Crown Corporations	Crown Investments Corporation
boards - of Examiners/Community Affairs	Municipal Affairs, Culture & Housing
boards of inquiry - environment	Environment & Resource Mgmt.
boards - Provincial Mediation Board	Provincial Mediation Board
boards - Public & Private Rights Board	Public & Private Rights Board
boards - regional watershed advisory	Sask. Water Corporation
boards - Sask. Archives Board	Sask. Archives Board
boards - Saskatchewan Telecommunications Pension Plan Board	Sask. Telecommunciations Holding Corporation
boards - Surface Rights Board of Arbitration	Surface Rights Board of Arbitration
boards - Water Appeal Board	Water Appeal Board
boards - Western Development Museum	Western Development Museum
boards - Workers' Compensation Board	Workers' Compensation Board
boiler & pressure vessel safety	Municipal Affairs, Culture & Housing
Boiler and Pressure Vessel Act	Municipal Affairs, Culture & Housing
boiler inspectors	Municipal Affairs, Culture & Housing
bonds	Sask. Securities Commission
bonds/co-operatives	Co-operative Securities Board
bonds - Saskpower	Sask. Power Corporation
bonds - SaskTel/Telebonds	Sask. Telecommunications
Book Bureau (Learning Resources Distribution Centre)	Education
Border Areas Act	Municipal Affairs, Culture & Housing
Boundary Dam Power Station	Sask. Power Corporation
box office info (Sask. Centre of the Arts)	Sask. Centre of the Arts
branch line abandonment	Highways & Transportation
brand - inspection	Agriculture and Food
brand - registration	Agriculture and Food
break-opens/games of chance licensing	Liquor & Gaming Authority
breeder - production loan program	Agriculture and Food
bridges - provincial highway & municipal roads	Highways & Transportation
budget - control procedures	Finance
budget - copies of	Finance
budget - estimates	Finance
budget - preparation of annual	Finance
budget - provincial	Finance
budget - revenue and expenditures	Finance
budget - speech/documents	Finance
builders liens - crown leases	Energy & Mines
building & accessibility standards	Municipal Affairs, Culture & Housing
building - bylaws	Municipal Affairs, Culture & Housing
building - inspectors	Municipal Affairs, Culture & Housing
building - plans	Municipal Affairs, Culture & Housing
building - standards	Municipal Affairs, Culture & Housing
buildings - government space (Sask)	Sask. Property Management Corp.
buildings - maintenance (Sask)	Sask. Property Management Corp.
buildings - managers (Sask)	Sask. Property Management Corp.
buildings - supervisors (Sask)	Sask. Property Management Corp.
bulk electricity system policy and strategy	Sask. Power Corporation

bulk fuel storage tanks	Environment & Resource Mgmt.
bulk transportation	Highways & Transportation
bull stations	Agriculture and Food
bull wintering	Agriculture and Food
Bureau of Statistics	Finance
burials policy - historic	Municipal Affairs, Culture & Housing
buried telecommunications facilities	Sask. Telecommuncations Holding Corporation
burn permits	Environment & Resource Mgmt.
bus transportation	Highways & Transportation
buses - charter	Sask. Transportation Company
buses - express/freight	Sask. Transportation Company
buses - tickets/schedules	Sask. Transportation Company
Business Ambassadors Program, Saskatchewan	Economic and Co-operative Development
business expansion	Economic and Co-operative Development
Business Immigration Program	Economic and Co-operative Development
business investment	Economic and Co-operative Development
Business Library Resources	Economic and Co-operative Development
business opportunities - immigrants	Economic and Co-operative Development
business policy	Economic and Co-operative Development
business regulatory issues	Economic and Co-operative Development
business service - telephone	Sask. Telecommunications Holding Corporation
business/financing	Sask. Opportunities Corporation
business/small business - advice	Economic and Co-operative Development
business/small business - co-operative registration	Justice
business/small business - complaints	Justice
business/small business - consultants	Economic and Co-operative Development
business/small business - corporate tax reduction	Finance
business/small business - development	Economic and Co-operative Development
business/small business - E & H Tax	Finance
business/small business - incorporation	Justice
business/small business - information/funding	Economic and Co-operative Development
business/small business - licensing	Justice
business/small business - name registration	Justice
business/small business - name search	Justice
business/small business - registration	Justice
business/small business - statistics	Economic and Co-operative Development
business/small business - tax rebate	Municipal Affairs, Culture & Housing
business tax rebate	Municipal Affairs, Culture & Housing
cable television	Sask. Communications Network
cafeterias	Sask. Property Management Corporation
Calder Rehabilitation Centre	Health
camping - reservations	Environment & Resource Mgmt.
Canada Games	Municipal Affairs, Culture & Housing
Canada Student Loans Program	Post-Secondary Education & Skills Training
Canada-Saskatchewan Business Service Centre	Economic and Co-operative Development
Canada-Saskatchewan Career and Employment Services(CSCES)	Post-Secondary Education &Skills Training
Canada-Saskatchewan Western Economic Partnership Agreement (WEPA)	Economic and Co-operative Development
Canadian Charter of Rights and Freedoms	Justice
Canadian Council of Ministers of the Environment	Environment & Resource Mgmt.
Canadian Heritage Rivers System	Environment & Resource Mgmt.
Canadian Light Source (CLS)	Economic and Co-operative Development
Canadian Radio Television Commission (CRTC)	Provincial Secretary
Canola	Agriculture and Food

Capital and Special Policy Unit	Health
capital improvements	Sask. Property Management Corporation
Capital Loan Program - Agricultural	Agricultural Credit Corporation
car - allowances	Public Service Commission
car complaints	Justice
car - natural gas fueled	SaskEnergy Incorporated
car - registration	Sask. Government Insurance
career - computerized information (CSCES)	Post-Secondary Education & Skills Training
career - development for Indian/Metis	Intergovernmental and Aboriginal Affairs
career - education guidance & counselling (CSCES)	Post-Secondary Education & Skills Training
career - information (CSCES)	Post-Secondary Education & Skills Training
career - training programs (CSCES)	Post-Secondary Education & Skills Training
caribou management	Environment & Resource Mgmt.
casinos licensing	Liquor & Gaming Authority
cattle - predator control	Environment & Resource Mgmt.
caveats (crown land)	Energy & Mines
caveats (land)	Sask. Land Information Services Corporation
cease trade	Sask. Securities Commission
cellular telephone service	Sask. Telecommunications Holding Corporation
cemeteries, licensing	Justice
central permit office	Sask. Government Insurance
Central Vehicle Agency	Sask. Property Management Corporation
Centre of the Arts/Sask. - funding	Municipal Affairs, Culture & Housing
Centre of the Arts/Sask. - banquets	Sask. Centre of the Arts
Centre of the Arts/Sask. - box office information	Sask. Centre of the Arts
Centre of the Arts/Sask. - conventions	Sask. Centre of the Arts
Centre of the Arts/Sask. - sales & administration	Sask. Centre of the Arts
Centre of the Arts/Sask. - theatre booking	Sask. Centre of the Arts
Centre of the Arts/Sask. - ticket reservation	Sask. Centre of the Arts
Century Family Farm Award	Agriculture and Food
cereal crops	Agriculture and Food
Certificates - birth	Health
Certificates - death	Health
certificates of incompetence	Justice
certificates of no infants interested	Justice
certificates of status (licensed status)	Justice
certificates of status - existing corporation or business	Justice
certificates - trade & apprenticeship, teaching	Post-Secondary Education & Skills Training
certification/decertification	Labour Relations Board
certification - water/sewage works operators (see also licensing)	Environment & Resource Mgmt.
certified copies - charter documents	Justice
Change of name	Health
channel clearing assistance for R.M.'s	Sask. Water Corporation
Charlot River Hydroelectric Station	Sask. Power Corporation
Charter of Rights	Justice
Chemical Free Celebrations	Health
Chemical Spill Response Centre	Environment & Resource Mgmt.
chemicals - information	Environment & Resource Mgmt.
chemicals - safety	Environment & Resource Mgmt.
chemicals - storage - industrial	Environment & Resource Mgmt.
Chief Coroner	Justice
Chief Surveyor	Sask. Land Information Services Corporation
child abuse - neglect	Social Services
child abuse - policy development	Social Services
child and family services	Social Services

Child and Youth Services	Health
child care - centres/licensing	Social Services
child care - policy development	Social Services
child care - special needs	Social Services
child care - subsidy	Social Services
child custody/access	Justice
child hunger	Social Services
child support	Justice
Children's Dental Program	Health
children's property	Justice
children's services	Social Services
children's services - protection services	Social Services
chimney inspections	Sask. Power Corporation
Chiropody	Health
claims - personal injury/death	Sask. Government Insurance
claims - vehicle damage	Sask. Government Insurance
claims - workers compensation	Workers' Compensation Board
classification - board/film & video	Justice
classification/Government Employees	Public Service Commission
clean air strategy	Environment & Resource Mgmt.
clearances - workers' compensation	Workers' Compensation Board
Clearwater River	Environment & Resource Mgmt.
Clerk of the Court - Queens' Bench, Court of Appeal	Justice
Clerk of the Court - Small Claims, Provincial Court & Youth Court	Justice
CLS (Canadian Light Source)	Economic and Co-operative Development
coaching - certification	Municipal Affairs, Culture & Housing
coal - borehole data	Energy & Mines
collection agents licenses	Justice
collective bargaining - disputes	Labour
colleges	Post-Secondary Education & Skills Training
commercial fisheries	Environment & Resource Mgmt.
Commissioner for Oaths	Justice
Committee - Assessment Appeals	Sask. Municipal Board
Committee - Fire Prevention	Sask. Municipal Board
Committee - Local Government	Sask. Municipal Board
Committee - Municipal Boundary	Sask. Municipal Board
Committee - Planning Appeals	Sask. Municipal Board
commodity futures	Sask. Securities Comm.
Communicable Disease Control	Health
communication	Sask. Communications Network
communications coordination	Executive Council
Communications - disorders	Health
communications - legislation (see also telecommunications)	Justice
communications - policy/phones, radio, TV(see telecommunications)	Justice
communications - telephone	Sask. Telecommunications Holding Corporation
Community Access Program	Economic and Co-operative Development
Community and Prevention Services Branch	Health
Community Capital Fund Program Act	Municipal Affairs, Culture & Housing
Community Clinics	Health
community - correctional centres	Justice
community - development	Agriculture and Food
community - development	Economic and Co-operative Development
community development - information	Municipal Affairs, Culture & Housing
community economic development	Economic and Co-operative Development
Community Health and Social Centres	Health

Community - health services	Health
Community Home Incentive Program (CHIP)	Municipal Affairs, Culture & Housing
Community Home Program - Young Offenders	Social Services
community living - residential services	Social Services
community living - specialized support services	Social Services
community living - vocational services	Social Services
Community - mental health services	Health
community - pastures	Agriculture and Food
community planning - northern	Municipal Affairs, Culture & Housing
Community Planning Profession Act	Municipal Affairs, Culture & Housing
community planning - rural	Agriculture and Food
community planning - urban	Municipal Affairs, Culture & Housing
community schools	Education
Community Service Order Program	Justice
Community Therapy	Health
Community-Training Residence Program	Justice
compensation - for farmers	Justice
compensation - royalty/lease rentals	Energy & Mines
competitive games - financial assistance	Municipal Affairs, Culture & Housing
competitiveness reviews	Economic and Co-operative Development
complaints - about Legal Aid	Sask. Legal Aid Comm.
complaints - about Sask. business	Justice
complaints - against municipal police	Sask. Police Commission
complaints - discrimination	Sask. Human Rights Commission
complaints/investments	Sask. Securities Commission
complaints - regarding insurance agents/agencies	Justice
complaints - regarding police	Justice
complaints - water related	Sask. Water Corporation
comprehensive energy strategy	Energy & Mines
conciliation services	Labour
Condie - Queen Elizabeth Transmission Line	Sask. Power Corporation
Condominium Property Act	Sask. Land Information Services Corporation
conservation	Meewasin Valley Authority
conservation - Data Centre (CDC)	Environment & Resource Mgmt.
conservation officers	Environment & Resource Mgmt.
Conservation Programs - Museum	Municipal Affairs, Culture & Housing
Conservation Programs - waterfowl, shorebirds & other migratory birds	Sask. Wetland Conservation Corporation
conservation strategy	Environment & Resource Mgmt.
constituency maps	Office of the Chief Electoral Officer
constitutional law	Justice
Constitutional relations	Intergovernmental and Aboriginal Affairs
construction - community projects	Municipal Affairs, Culture & Housing
construction - playgrounds/golf courses	Municipal Affairs, Culture & Housing
construction - post-secondary and training facilities	Post-Secondary Education & Skills Training
construction - school facilities	Education
construction - telecommunication facilities	Sask. Telecommunications Holding Corporation
construction - tenders (highway)	Highways & Transportation
Consumer Drug Benefit	Health
Consumer Drug Information	Health
Consumer Drug Use	Health
Consumer Products Warranties Act	Justice
Consumer Proposals	Provincial Mediation Board
consumer protection	Justice
consumers - complaints/Sask. Licensed businesses	Justice

consumption taxes	Finance
Continuing Care Branch	Health
Continuing Care Services	Health
continuing education	Post-Secondary Education & Skills Training
continuous disclosure	Sask. Securities Commission
contracts - highways	Highways & Transportation
Controverted Municipal Elections Act	Municipal Affairs, Culture & Housing
Co-operative Security Board	Sask. Securities Commission
co-operatives - business advice	Economic and Co-operative Development
co-operatives - consultants	Economic and Co-operative Development
co-operatives - incorporation; registration	Justice
co-operatives - information/funding	Economic and Co-operative Development
co-operatives - organization/development	Economic and Co-operative Development
core - analysis	Energy & Mines
Core Curriculum for Sask. Schools	Education
Core Curriculum, French	Education
core - French	Education
core - storage	Energy & Mines
coroner's office	Justice
corporate capital tax	Finance
Corporate agricultural - use of natural gas	SaskEnergy Incorporated
corporations - name search - federal & provincial	Justice
Corporate Information and Technology Branch	Health
corporate land ownership	Sask. Land Information Services Corporation
corporate tax reduction	Finance
correctional camps	Justice
Correctional Centres	Justice
Corrections Worker Training Program	Justice
correspondence school	Education
Coteau Creek Power Station	Sask. Power Corporation
cottage lots/crown lands	Environment & Resource Mgmt.
counselling - Education - guidance & counselling	Education
course development - Education	Education
court orders - enforcement	Justice
court records	Justice
Court Services	Justice
courts - administration of offences	Justice
courts - offices	Justice
courts - voluntary payments of fines	Justice
cow wintering	Agriculture and Food
credit reporting agencies - licensing	Justice
Credit Union Deposit Guarantee Corporation	Justice
credit unions - incorporation	Justice
credit unions - inspections	Justice
credit unions - registration	Justice
Critical Wildlife Habitat Protection	Environment & Resource Mgmt.
crop coverage and claims	Sask. Crop Insurance Corporation
crop damage diagnosis - disease	Agriculture and Food
crop damage diagnosis - insects	Agriculture and Food
crop damage diagnosis - weeds	Agriculture and Food
crop damage/wildlife	Environment & Resource Mgmt.
crop disease control	Agriculture and Food
crop diversification	Agriculture and Food
crop insurance	Sask. Crop Insurance Corporation
crops - cereal	Agriculture and Food
crops - dry flowers	Agriculture and Food

crops - herbs and spices	Agriculture and Food
crops - honey	Agriculture and Food
crops - leasehold disputes	Provincial Mediation Board
crops - oilseed	Agriculture and Food
crops - protection lab	Agriculture and Food
crops - seed potatoes	Agriculture and Food
crops - tax liens	Provincial Mediation Board
crops - vegetables and fruits	Agriculture and Food
crops - wild rice	Agriculture and Food
Crown corporations - government policies	Crown Investments Cororation.
Crown Corporations	Crown Investments Cororation.
Crown land - administration	Environment & Resource Mgmt.
Crown land - allocation	Environment & Resource Mgmt.
Crown land - allocation disputes	Sask. Lands Appeal Board
Crown land - commercial use	Environment & Resource Mgmt.
Crown land - cottage lots	Environment & Resource Mgmt.
Crown land - disposition	Environment & Resource Mgmt.
Crown land - leasing	Agriculture and Food
Crown land - recreation	Environment & Resource Mgmt.
Crown land - residential	Environment & Resource Mgmt.
Crown land - sale (farm use only)	Agriculture and Food
Crown land - sales	Environment & Resource Mgmt.
Crown land - taxes	Environment & Resource Mgmt.
Crown Land - water	Sask. Water Corporation
Crown land - wild rice growing	Environment & Resource Mgmt.
Crown mineral disposition	Energy & Mines
Crown Prosecutors	Justice
Crown - resource lands	Environment & Resource Mgmt.
Crown - royalties	Energy & Mines
Crown search letters	Energy & Mines
crude oil - marketing; pricing; taxation	Energy & Mines
CSBSC (Canada-Saskatchewan Business Service Centre)	Economic and Co-operative Development
CSO - Community Service Order Program	Justice
culture	Municipal Affairs, Culture & Housing
Culture and Recreation Act	Municipal Affairs, Culture & Housing
culverts - highway & municipal roads	Highways & Transportation
curatorial program - archaeology; natural history; paleontology	Municipal Affairs, Culture & Housing
curriculum and instruction - Northern Division	Education
curriculum for schools	Education
custody/access - mediation of	Justice
custody of children - International Child Abduction	Justice
custom combining (rates)	Agriculture and Food
customer services: con/disconnections, inquires and meter reading	Sask. Power Corporation
Cut Knife Reference Act	Municipal Affairs, Culture & Housing
CVA credit cards	Sask. Property Management Corporation
dairy programs	Agriculture and Food
Dairy Test - retail	Health
Dales House	Social Services
dangerous goods - inspection & transport	Highways & Transportation
data - mining industry	Energy & Mines
data - oil/gas	Energy & Mines
data/voice communications lines	Sask. Telecommunications Holding Corporation
daycare branch/licensing	Social Services
daycare - subsidy	Social Services
daylight savings time	Municipal Affairs, Culture & Housing

dealer/investment; security; stock broker	Sask. Securities Commission
Death Certificates	Health
debentures	Sask. Securities Commission
debentures/co-operatives	Co-operative Securities Board
debt - cancellation owing to Crown	Board of Revenue Commissioners
debt - management	Provincial Mediation Board
Debt Management and Credit Counselling	Provincial Mediation Board
debt - set-off	Board of Revenue Commissioners
debt - settlement	Provincial Mediation Board
debt - write-off owing to Crown	Board of Revenue Commissioners
deeds	Sask. Land Information Services Corporation
Deferred Salary Leave Plan	Finance
Dental Care - children	Health
Dental Health	Health
Dental Health Education	Health
Dental Program - children's	Health
dental program - government employees	Finance
Department of Rural Development Act	Municipal Affairs, Culture & Housing
Department of Urban Affairs Act	Municipal Affairs, Culture & Housing
departmental examinations - Education	Education
dependent adults	Justice
deposit agents	Sask. Securities Commission
design correspondence and reports	Sask. Power Corporation
design - telecommunications facilities	Sask. Telecommunications Holding Corporation
designated trades	Post-Secondary Education & Skills Training
Detox Centres	Health
Detoxication - alcohol/drug centres	Health
Development Fund Corp./Sask.	Crown Investments Corporation
development - parks	Environment & Resource Mgmt.
Dial Before You Dig	Sask. Power Corporation
Dial Before You Dig	SaskEnergy Incorporated
Dial-A-Claim	Sask. Government Insurance
Dial-A-Part	Sask. Government Insurance
diamond - development information	Energy & Mines
diamond - exploration	Energy & Mines
direct sales licensing	Justice
directory assistance	Sask. Telecommunications Holding Corporation
DirectWest Publishers	Sask. Telecommunications Holding Corporation
Disability Issues - office of	Social Services
disabled persons - community living	Social Services
disabled persons - community-based services	Social Services
disabled persons - Home Modification Grant	Municipal Affairs, Culture & Housing
disabled persons - independent living	Social Services
disabled persons - mentally/physically - community services	Social Services
disabled persons - parking plates	Sask. Government Insurance
disabled persons - recreation grants	Municipal Affairs, Culture & Housing
disabled persons - special needs equipment	Health
disabled persons - subsidized housing	Municipal Affairs, Culture & Housing
disabled persons - Employability Assistance for People with Disabilities	Post-Secondary Education & Skills Training
disabled - transit assistance grants to municipalities	Municipal Affairs, Culture & Housing
Disaster Assistance	Municipal Affairs, Culture & Housing
disasters - manuals for mayors	Municipal Affairs, Culture & Housing

disasters - preparedness planning	Municipal Affairs, Culture & Housing
disconnections - electrical	Sask. Power Corporation
discrimination/complaints	Sask. Human Rights Commission
disease, pest, and weed control	Agriculture and Food
disease - plants	Agriculture and Food
disputes - renters security deposits	Office of the Rentalsman
distance education courses	Education
distance education	Sask. Communications Network
distress - writs	Justice
diversification - Agriculture	Agriculture and Food
diversification - crops	Agriculture and Food
divorce	Justice
documents - mercantile	Justice
donations to the Crown (arts and heritage)	Municipal Affairs, Culture & Housing
Doukhobors of Canada C.C.U.B. Trust Fund Act	Municipal Affairs, Culture & Housing
drafting - Bills & regulations	Justice
drainage works - technical assistance	Sask. Water Corporation
drill cuttings	Energy & Mines
drill hole records	Energy & Mines
drilling fluid disposal	Energy & Mines
drilling licenses and leases	Energy & Mines
drilling reservation	Energy & Mines
Drinking Water - analysis	Health
Driver and Vehicle Safety	Sask. Government Insurance
Driver Education, Training Driver Employment Program	Education/Post Secondary Education Skills & Training
driver training - instructors course	Education
drivers - abstract	Sask. Government Insurance
drivers - appeals	Sask. Government Insurance
drivers - appeals/criminal code convictions	Highway Traffic Board
drivers - appeals/criminal code convictions/SGI decisions	Sask. Government Insurance
drivers - examination	Sask. Government Insurance
drivers impaired conviction	Highway Traffic Board
drivers license applications	Highway Traffic Board
drivers - licenses & motor vehicle registration	Sask. Government Insurance
drivers - medical records	Sask. Government Insurance
drivers - records	Sask. Government Insurance
drivers - suspension and reinstatement	Sask. Government Insurance
drivers - written driver test	Sask. Government Insurance
Driving Without Impairment (DWI)	Sask. Government Insurance
Drug Abuse Commission	Health
Drug Awareness Week	Health
Drug Benefits	Health
Drug Committees	Health
Drug Complaints	Health
Drug - education	Health
Drug Exemption	Health
Drug - information	Health
Drug - manufacturer	Health
Drug Payment	Health
Drug - plan/prescription	Health
Drug Use	Health
Drug - use	Health
Drugs & Narcotics - abuse/workshops	Health
Drugs & Narcotics - drugs/alcohol education program	Health
duck breeding habitats	Environment & Resource Mgmt.

dugouts - pumping equipment and technical assistance	Sask. Water Corporation
dugouts - solar & wind watering system grant	Sask. Power Corporation
Duke of Edinburgh award	Sask. Power Corporation
Dutch Elm Disease	Environment & Resource Mgmt.
DWI - Driving Without Impairment	Sask. Government Insurance
E & H Tax	Finance
E.B. Campbell Hydroelectric Station	Sask. Power Corporation
EFAP - Employee Family Assistance Program - Government employees	Public Service Commission
EAPD - Employability Assistance for People with Disabilities	Post-Secondary Education & Skills Training
Early Childhood Psychology	Health
easements and right of ways	Sask. Power Corporation
ecological reserves	Environment & Resource Mgmt.
Ecosystem-Based Management	Environment & Resource Mgmt.
economic development	Sask. Opportunities Corporation
economic forecast	Finance
economic impact analyses	Economic and Co-operative Development
economic position paper (white paper)	Finance
economic research	Agriculture and Food
economic statistics	Finance
economic statistics/analyses/forecasts	Economic and Co-operative Development
education & health tax	Finance
education - acts & regulations	Education/Post-Secondary Education & Skills Training
education - Adult Basic Education (ABE)	Post-Secondary Education & Skills Training
education - Adult Basic Education (ABE)-records	Post-Secondary Education & Skills Training
education - building inspector	Municipal Affairs, Culture & Housing
education - continuing	Post-Secondary Education & Skills Training
education - curriculum for Sask. schools	Education
education - records - ABE or GED, high school	Education/Post-Secondary Education & Skills Training
education - regional offices	Education
education/school programs - Government House	Municipal Affairs, Culture & Housing
education/school programs - Museum	Municipal Affairs, Culture & Housing
education - urban officials	Municipal Affairs, Culture & Housing
education - water and sewer works operations	Environment & Resource Mgmt.
educational television	Sask. Communications Network
elections - municipal	Municipal Affairs, Culture & Housing
elections - provincial	Office of the Chief Electoral Officer
Electoral - boundaries	Office of the Chief Electoral Officer
Electoral - office	Office of the Chief Electoral Officer
Electoral - reports	Office of the Chief Electoral Officer
electrical connections	Sask. Power Corporation
electrical consumption reports	Sask. Power Corporation
electrical disconnections	Sask. Power Corporation
electrical hookups	Sask. Power Corporation
electrical inspection and regulatory records	Sask. Power Corporation
electrical inspection reports and files	Sask. Power Corporation
Electrical Licensing Act	Municipal Affairs, Culture & Housing
electrical - licensing/contractors/suppliers	Municipal Affairs, Culture & Housing
electrical transmission and distribution	Sask. Power Corporation
electricity - billing inquiries - SaskPower	Sask. Power Corporation
electricity - change to natural gas	SaskEnergy Incorporated
electricity - hook-up & disconnections	Sask. Power Corporation
electricity - inspection	Sask. Power Corporation
electricity - streetlighting	Sask. Power Corporation

electronic bracelet monitoring	Justice
electronic business	Economic and Co-operative Development
electronic commerce	Economic and Co-operative Development
elevator/amusement ride safety	Municipal Affairs, Culture & Housing
elevator - inspection/licensing	Municipal Affairs, Culture & Housing
elevator - safety & regulations	Municipal Affairs, Culture & Housing
emergencies & emergency planning	Municipal Affairs, Culture & Housing
Emergency Measures Organization	Municipal Affairs, Culture & Housing
Emergency Medical Services	Health
Emergency Planning Act	Municipal Affairs, Culture & Housing
Emergency Repair Program	Municipal Affairs, Culture & Housing
Emergency 911 System Act	Municipal Affairs, Culture & Housing
emissions control - LIFAC	Sask. Power Corporation
Employee Assistance Program (EAP)	Health
employees - labour relations	Labour
employees - ownership	Economic and Co-operative Development
employees/public service	Public Service Commission
Employment Equity	Public Service Commission
employment - Govt of Sask.	Public Service Commission
employment - statistics-Education	Post-Secondary Education & Skills Training
Employment Supplement Program	Social Services
endangered species	Environment & Resource Mgmt.
Energy Conservation Information Hotline	Energy & Mines
energy - natural gas	SaskEnergy Incorporated
energy policy development	Energy & Mines
energywise	Sask. Power Corporation
Enerwise	Sask. Power Corporation
enforcement/investigation/investment	Sask. Securities Commission
engineering - agricultural services	Agriculture and Food
English as a Second Language (ESL)	Education/Post-Secondary Education & Skills Training
enriched housing	Municipal Affairs, Culture & Housing
entomologist - agriculture	Agriculture and Food
entrepreneurship - development/support	Economic and Co-operative Development
environment - school curriculum	Education
environment - wildlife biodiversity	Environment & Resource Mgmt.
environmental assessment	Environment & Resource Mgmt.
environmental education	Environment & Resource Mgmt.
environmental issues and policies	Sask. Power Corporation
environmental projects - highways	Highways & Transportation
environmental protection - air, land, water pollution	Environment & Resource Mgmt.
environmental protection - assessment process	Environment & Resource Mgmt.
environmental protection - awareness	Environment & Resource Mgmt.
environmental protection - concerns	Environment & Resource Mgmt.
environmental protection - conservation strategy	Environment & Resource Mgmt.
environmental protection - developers proposals	Environment & Resource Mgmt.
environmental protection - regulatory requirements	Environment & Resource Mgmt.
environmental studies	Sask. Power Corporation
equipment files and drawings	Sask. Power Corp.
equipment management information system (EMIS)	Highways & Transportation
equipment rental - telephones	Sask. Telecommunications Holding Corporation
equipment - repair/maintenance (highway)	Highways & Transportation
equities	Sask. Securities Commission
erosion	Environment & Resource Mgmt.
erosion control assistance	Sask. Water Corporation

escheats - estates without heirs	Justice
ESL - English as a Second Language	Education/Post-Secondary Education & Skills Training
estates - no will	Justice
Estevan Generating Station	Sask. Power Corporation
ethnoculture	Municipal Affairs, Culture & Housing
evaluation & students' services	Education
Examiners, Board of	Municipal Affairs, Culture & Housing
exchange programs - French Students, teachers	Education
executive air service	Sask. Property Management Corporation
Exhibits Program - Museum	Municipal Affairs, Culture & Housing
expenditure control	Finance
export services	Economic and Co-operative Development
expropriation (landowner rights/assistance)	Public & Private Rights Board
expropriation, property acquisition, and sales records	Sask. Power Corporation
extra provincial business registration	Justice
facilities for young offenders	Social Services
Facility Inspections	Health
Family & Youth Court	Justice
Family Counselling	Social Services
Family Court	Justice
Family Income Plan	Social Services
family policy trends	Social Services
family services - Family and Youth Services Division	Social Services
family services - Family Support Centre	Social Services
family support services - early childhood intervention program	Social Services
family support services - respite services	Social Services
family violence - information	Social Services
farm - business information	Agriculture and Food
farm - Century Family Award	Agriculture and Food
farm - chemicals, storage/disposal	Environment & Resource Mgmt.
farm - dugout - pumping assistance	Sask. Water Corporation
farm dugout - pumping equipment and technical assistance	Sask. Water Corporation
farm - energy use	SaskEnergy Incorporated
Farm Land Leaseback Program	Justice
farm - leasing	Agriculture and Food
farm - machinery testing	Prairie Agricultural Machinery Inst.
farm machinery warranties emergency parts	Justice
farm - management agrologist	Agriculture and Food
Farm Management Section	Agriculture and Food
Farm Market Analysis	Agriculture and Food
farm - name registration	Justice
farm - safety	Labour
farm - safety net programs	Sask. Crop Insurance Corporation
farm stress - information	Agriculture and Food
farmers - financial training	Agriculture and Food
farmers - fuel tax rebate	Finance
farmers - oil royalty refund	Finance
farming - business management	Agriculture and Food
farming - business management - training	Agriculture and Food
farming - custom rates	Agriculture and Food
farming - economic research	Agriculture and Food
farming - financial management	Agriculture and Food
farming - forage & feed listing	Agriculture and Food
farming - foreclosures, protection farm	Farm Land Security Board
farming - fur	Agriculture and Food

farming - game	Agriculture and Food
farming - home quarter protection	Farm Land Security Board
farming - irrigation grants	Sask. Water Corporation
farming - lease disputes/arbitration process	Farm Tenure Arbitration Board
farming loans - beef/hog enterprises	Agricultural Credit Corporation
farming loans - greenhouse	Agricultural Credit Corporation
farming loans - Guaranteed Operating Loan	Agricultural Credit Corporation
farming loans - irrigation	Agricultural Credit Corporation
farming loans - livestock - Capital Loan Program	Agricultural Credit Corporation
farming loans - Livestock Cash Advance Program	Agricultural Credit Corporation
farming loans - Livestock Investment Loan Program	Agricultural Credit Corporation
farming loans - livestock - Production Loan Guarantee	Agriculture and Food
farming loans - mushroom growing	Agricultural Credit Corporation
farming - marketing systems	Agriculture and Food
farming- energy use	SaskEnergy Incorporated
farmland - flooding/drainage problems	Sask. Water Corporation
farmland - lease disputes	Provincial Mediation Board
farmland - lease disputes/arbitration process	Farm Tenure Arbitration Board
farmland - mediation of	Justice
farmland - mortgage guarantees	Agricultural Credit Corporation
farmland - security mediation	Farm Land Security Board
Farmstart Program	Agricultural Credit Corporation
farmstead agrologist	Agriculture and Food
federal government - provincial liaison in Ottawa - Saskatchewan Business Development Office	Economic and Co-operative Development
Federal/Provincial Agreement - audit records	Finance
Federal/Provincial - social assistance cost sharing	Social Services
federal-provincial programs - french education	Education
Federal-provincial relations	Intergovernmental and Aboriginal Affairs
feed grain listing	Agriculture and Food
feeder - association	Agriculture and Food
Feeder Associations Loan Guarantee Program	Agriculture and Food
feeder - cattle, sheep, bison	Agriculture and Food
feedlot program	Agriculture and Food
fellowships - Fellowship Program	Education/Post-Secondary Education & Skills Training
ferry services	Highways & Transportation
fertilizer production	Agriculture and Food
fibre optics	Sask. Power Corporation
fiber optic transmission system (FOTS)	Sask. Telecommunications Holding Corporation
field marketing and energy utilization records	Sask. Power Corporation
file storage	Sask. Property Management Corporation
Film Classification Appeal Committee	Justice
Film Classification Board	Justice
film development - policy development	Municipal Affairs, Culture & Housing
Film Employment Tax Credit Act	Municipal Affairs, Culture & Housing
financial assistance - artists	Sask. Arts Board
financial assistance - athletes	Municipal Affairs, Culture & Housing
financial assistance - Canada Student Loans/Saskatchewan Student Loans	Post-Secondary Education & Skills Training
financial assistance - competitive games	Municipal Affairs, Culture & Housing
financial assistance - disabled	Municipal Affairs, Culture & Housing
financial assistance - disabled - recreation	Municipal Affairs, Culture & Housing
financial assistance - disaster	Municipal Affairs, Culture & Housing
financial assistance - health research	Health

financial assistance - heritage programs	Municipal Affairs, Culture & Housing
financial assistance - Income Securities Program	Social Services
financial assistance - Indian bands/grants	Intergovernmental and Aboriginal Affairs
financial assistance - literacy arts	Sask. Arts Board
financial assistance - livestock/loans	Agricultural Credit Corporation
financial assistance - loans, guarantees, equity	Sask. Opportunities Corporation
financial assistance - media arts	Sask. Arts Board
financial assistance - Museum Assistance Program	Municipal Affairs, Culture & Housing
financial assistance - performing arts	Sask. Arts Board
financial assistance - recreational organizations	Municipal Affairs, Culture & Housing
financial assistance - regional parks	Environment & Resource Mgmt.
financial assistance - Sask. Games	Municipal Government
financial assistance - Sask. Student Loans/Canada Student Loans	Post-Secondary Educaiton & Skills Training
financial assistance - seniors	Social Services
financial assistance - students	Post-Secondary Education & Skills Training
financial assistance - training centres	Municipal Affairs, Culture & Housing
financial assistance - urban municipalities	Municipal Affairs, Culture & Housing
financial assistance - visual arts	Sask. Arts Board
financial assistance - zone sports	Municipal Affairs, Culture & Housing
financial - counselling	Provincial Mediation Board
financial statements	Sask. Securities Commission
financial statements - provincial	Finance
Fine Option Program	Justice
fines - community service	Justice
fire - commissioner	Municipal Affairs, Culture & Housing
fire - inspection	Municipal Affairs, Culture & Housing
fire - investigations	Municipal Affairs, Culture & Housing
fire - prevention	Municipal Affairs, Culture & Housing
Fire Prevention Act, 1980	Municipal Affairs, Culture & Housing
Fire Prevention Act, 1992	Municipal Affairs, Culture & Housing
fire - regulations	Municipal Affairs, Culture & Housing
firearms - business permits	Justice
firearms - safety	Environment & Resource Mgmt.
firemen - papers	Municipal Affairs, Culture & Housing
First Ministers' Conferences	Intergovernmental and Aboriginal Affairs
First Nations Fund	Municipal Affairs, Culture & Housing
fiscal forecasts/provincial	Finance
fiscal policy	Finance
Fish/Fisheries - Analysis/Mercury Level	Health
fish/fisheries - commercial/job opportunities	Environment & Resource Mgmt.
fish/fisheries - enhancement	Environment & Resource Mgmt.
fish/fisheries - Fish Culture Station	Environment & Resource Mgmt.
fish/fisheries - habitat management	Environment & Resource Mgmt.
fish/fisheries - laboratory	Environment & Resource Mgmt.
fish/fisheries - research	Environment & Resource Mgmt.
fish/fisheries - sporting information	Environment & Resource Mgmt.
fish/fisheries - stocking program	Environment & Resource Mgmt.
fishing - license	Environment & Resource Mgmt.
fitness programs	Municipal Affairs, Culture & Housing
Flag policies	Intergovernmental and Aboriginal Affairs
flat tax/Sask.	Finance
Flin Flon Extension of Boundaries Act, 1952	Municipal Affairs, Culture & Housing
flood control - assistance for towns	Sask. Water Corporation
flood control - Can/Sask Flood Damage Reduction Prog	Sask. Water Corporation
Fluoride Mouthrinse Program	Health
flyash	Sask. Power Corporation

Focus on Farm Marketing	Agriculture and Food
Focus on Farm Planning	Agriculture and Food
food & food products - handling/processing	Agriculture and Food
food & food products - industry statistics	Agriculture and Food
food & food products - processing projects	Agriculture and Food
Food and Facility Inspections	Health
food banks - see hunger	Social Services
Foot Care	Health
forage & feed listing	Agriculture and Food
foreclosure - farmland	Justice
forest - inventory	Environment & Resource Mgmt.
forest - management	Environment & Resource Mgmt.
forest - operations	Environment & Resource Mgmt.
forgivable loans - Student Loan Program	Post-Secondary Educaiton & Skills Training
Forms of address	Provincial Secretary
foster care	Social Services
foster children	Social Services
fraud, telephone	Sask. Telecommunications Holding Corporation
Freedom of Information	Justice
freehold production	Energy & Mines
French Curriculum Development	Education
French Language Education	Education
French Language policy co-ordination	Intergovernmental and Aboriginal Affairs
French Minority Education	Education
French Teacher Bursary Program	Education
French-Language Co-ordination	Provincial Secretary
French-Language referral information on government programs and services	Intergovernmental and Aboriginal Affairs
fruit crops	Agriculture and Food
fuel - natural gas	SaskEnergy Incorporated
fuel oil	SaskEnergy Incorporated
fuel - storage tanks	Environment & Resource Mgmt.
fuel - tax	Finance
fuel - tax rebate	Finance
Funding - health research	Health
funding - municipalities	Municipal Affairs, Culture & Housing
funerals, prepaid	Justice
fur animals	Agriculture and Food
fur industry - administration	Environment & Resource Mgmt.
furnaces	SaskEnergy Incorporated
gambling/licensing	Liquor & Gaming Authority
game animals	Agriculture and Food
game population monitoring	Environment & Resource Mgmt.
garage keeper's lien	Justice
Gardiner Dam	Sask. Water Corporation
garnishees	Finance
gas appliances	SaskEnergy Incorporated
gas billing	SaskEnergy Incorporated
Gas Distribution Program	SaskEnergy Incorporated
gas heating	SaskEnergy Incorporated
gas - hook ups	SaskEnergy Incorporated
Gas Licensing Act	Municipal Affairs, Culture & Housing
gas - licensing, contractors/suppliers	Municipal Affairs, Culture & Housing
gas, natural - inspections & permits	Sask. Power Corporation
gas odours	SaskEnergy Incorporated

gas pipelines	SaskEnergy Incorporated
Gas Safety	Sask. Power Corporation
gas tax rebate	Finance
gasoline - storage	Environment & Resource Mgmt.
Gazette/Sask.	Justice
GED (General Educational Development)	Post-Secondary Education & Skills Training
geese	Wascana Centre Authority
Gemini Warehouse (records/supplies)	Sask. Property Management Corporation
General Educational Development (GED)	Post-Secondary Education & Skills Training
General Insurance Council of Saskatchewan	Justice
generating stations	Sask. Power Corporation
Geographic Information System (GIS)	Sask. Land Information Services Corporation
Geographic Names Board Act	Sask. Land Information Services Corporation
geological reports - oil/gas	Energy & Mines
geological reports - sedimentary rocks	Energy & Mines
geophysical - data/license (program approval)	Energy & Mines
goat	Agriculture and Food
gold - development information	Energy & Mines
gold - exploration	Energy & Mines
gold - royalty	Energy & Mines
Government Drug Plan	Health
government - employment	Public Service Commission
government - hangars	Sask. Property Management Corporation
Government House Historic Property	Intergovernmental and Aboriginal Affairs
government - identification cards	Sask. Property Management Corporation
Government Policy re: Crown Corporations	Crown Investments Corporation
government - tenders	Sask. Property Management Corporation
government - vehicles	Sask. Property Management Corporation
grade 12, departmental exams	Education
graduate follow-up report	Education/Post-Secondary Education & Skills Training
grain shipping/transportation via rail	Sask. Grain Car Corporation
grain transportation	Highways & Transportation
grants - artists	Sask. Arts Board
grants - arts organizations	Sask. Arts Board
Grant - Canadian Intergovernmental Conference Secretariat	Intergovernmental and Aboriginal Affairs
Grants - health research	Health
grants - housing, research & development	Municipal Affairs, Culture & Housing
grants - libraries	Municipal Affairs, Culture & Housing
grants - Livestock Watering Syst. Prog.	Sask. Power Corporation
grants - Non-Government Organizations	Social Services
grants - revenue sharing programs	Highways & Transportation
grants - school, third party	Education
grants - urban capital	Municipal Affairs, Culture & Housing
gravel pits	Highways & Transportation
grazing	Agriculture and Food
Grazing and Pasture Technology Program	Agriculture and Food
Great Seal	Intergovernmental and Aboriginal Affairs
Green Lake Trust	Municipal Affairs, Culture & Housing
grid road maps	Highways & Transportation
grievance disputes	Labour
grievances - government employees	Public Service Commission
group homes - private treatment	Social Services
group homes - Provincial Institutions	Social Services
guaranteed investment certificate	Sask. Securities Commission
Guaranteed Operating Loan - Agricultural	Agricultural Credit Corporation

Guaranteed Vendor Mortgage Program	Agricultural Credit Corporation
guardianship	Justice
guidance & counselling - Education	Education
habitats - duck breeding	Environment & Resource Mgmt.
habitats - enhancement	Environment & Resource Mgmt.
habitats - for wildlife	Environment & Resource Mgmt.
Hail Insurance Council of Saskatchewan	Justice
Halfway Houses	Health
hangar, government	Sask. Property Management Corporation
harmonics	Sask. Power Corporation
hatchery tours	Environment & Resource Mgmt.
hazardous material - waste management	Environment & Resource Mgmt.
hazardous materials - hazardous substances	Environment & Resource Mgmt.
hazardous materials - industrial chemicals	Labour
health & safety - inspections/workplace	Labour
Health - card	Health
Health - community	Health
Health - dental program/children	Health
Health - inspections	Health
Health Insurance Registration	Health
Health Insurance Registration File (HIRF)	Health
health - livestock	Agriculture and Food
Health - mental	Health
health - occupational	Labour
Health - out-of-province coverage	Health
Health Planning and Policy Development Branch	Health
Health - Prescription Drug Plan	Health
Health Professionals	Health
Health - promotion/funding	Health
Health Research Board	Health
Health - research fund	Health
Health Resource Centre	Health
Health Services Card	Health
Health Services - eligibility	Health
Health Training Bursaries	Health
Hearing Aid Plan (SHAP)	Health
heat exchangers	SaskEnergy Incorporated
heating - cleanliness	SaskEnergy Incorporated
heating - cost	SaskEnergy Incorporated
heating - efficiency	SaskEnergy Incorporated
heating - fuel type	SaskEnergy Incorporated
heavy oil/lease continuation	Energy & Mines
helium regulations	Energy & Mines
Heritage Advisory Board	Municipal Affairs, Culture & Housing
heritage - fund	Finance
Heritage Impact Assessment	Municipal Affairs, Culture & Housing
heritage language	Education
Heritage Marsh Program	Environment & Resource Mgmt.
heritage park - Wanuskewin	Wanuskewin Heritage Park Corporation
Heritage Properties Registrar	Municipal Affairs, Culture & Housing
Heritage Property Act	Municipal Affairs, Culture & Housing
Heritage Property Designation	Municipal Affairs, Culture & Housing
Heritage Property Review Board	Municipal Affairs, Culture & Housing
Heritage publications	Municipal Affairs, Culture & Housing
heritage rivers	Environment & Resource Mgmt.
Heritage Site Acquisition	Municipal Affairs, Culture & Housing

high school equivalency (GED)	Post-Secondary Education & Skills Training
high school marks	Education
highway control sections	Highways & Transportation
highway - design	Highways & Transportation
highway - drainage	Highways & Transportation
highway - engineering	Highways & Transportation
highway - equipment fleet	Highways & Transportation
highway - gravel resources	Highways & Transportation
highway hotline	Highways & Transportation
highway inventory system	Highways & Transportation
highway - maintenance	Highways & Transportation
highway - materials	Highways & Transportation
highway - overwidth/overlength regulations	Highways & Transportation
highway - patrol	Highways & Transportation
highway planning - provincial	Highways & Transportation
highway - resurfacing	Highways & Transportation
highway - signs	Highways & Transportation
highway - sub divisions	Highways & Transportation
highway - survey plans	Highways & Transportation
highway system classification	Highways & Transportation
highway - test track research	Highways & Transportation
historic parks	Environment & Resource Mgmt.
historical records - of Sask.	Sask. Archives Board
historical resources	Municipal Affairs, Culture & Housing
holiday pay	Labour
Home Care	Health
home insurance	Sask. Government Insurance
Home Modification for the Disabled Program	Municipal Affairs, Culture & Housing
Home Oxygen Program	Health
home quarter protection	Farm Land Security Board
home schooling	Education
homes - approved private - services homes	Social Services
homes - group homes	Social Services
Homes Now Program	Municipal Affairs, Culture & Housing
Homes - personal care/licensing; special care	Health
Homeowner Program	Municipal Affairs, Culture & Housing
honey crops	Agriculture and Food
horizontal drilling	Energy & Mines
horizontal wells	Energy & Mines
horse racing - tax	Finance
horses	Agriculture and Food
horticulturist	Agriculture and Food
Hospital Benefits - out-of-province	Health
Hospital Care Insurance Program	Health
Hospital Revenue Tax	Finance
Hospital Revenue Tax	Health
Hospital Services - funding/programs	Health
Hospitalization Card	Health
hours of work, standards	Labour
House Building Assistance Act	Municipal Affairs, Culture & Housing
housing - authorities	Municipal Affairs, Culture & Housing
housing - for the disabled	Municipal Affairs, Culture & Housing
housing - research & development grant	Municipal Affairs, Culture & Housing
Human Rights/complaints	Sask. Human Rights Commission
hunger - policy development	Social Services
hunting - Big Game Draw	Environment & Resource Mgmt.

hunting - education	Environment & Resource Mgmt.
hunting - illegal	Environment & Resource Mgmt.
hunting - licenses	Environment & Resource Mgmt.
hunting - regulation/allocation	Environment & Resource Mgmt.
hydraulic safety reports	Sask. Power Corporation
hygiene unit/workplace	Labour
identification cards - government	Sask. Property Management Corporation
Immigrant Investors Program	Economic and Co-operative Development
immigrants, English as a second language	Post-Secondary Education & Skills Training
immigration - business program	Economic and Co-operative Development
Immunization	Health
impaired drivers treatment program	Justice
implement dealers license	Justice
implement distributor registration	Justice
implements, agriculture - compensation claims	Justice
implements, agriculture - parts & service	Justice
implements, agriculture - warranties	Justice
In Home Relief Care - elderly and disabled	Health
in-home schooling	Education
In-patient Services	Health
incentive wells	Energy & Mines
Income Plan, Sask.	Social Services
income security programs - appeals	Social Services
income security programs - income security	Social Services
income supplement - low income families	Social Services
income supplement - seniors	Social Services
incorporation - cities, towns, villages, hamlets	Municipal Affairs, Culture & Housing
indebtedness mediation (personal)	Provincial Mediation Board
independent schools	Education
Indian & Metis (Non-Status) Aboriginal Education Program	Education
Indian culture	Wanuskewin Heritage Park Corporation
Indian heritage	Wanuskewin Heritage Park Corporation
Indian/Metis - policy development	Social Services
Indian Special Constable Program	Justice
Individual Irrigation Assistance Program	Sask. Water Corporation
Industrial Assistance Act	Municipal Affairs, Culture & Housing
industrial chemicals/hazardous/toxicity	Labour
industrial/hazardous waste	Environment & Resource Mgmt.
Industrial Towns Act	Municipal Affairs, Culture & Housing
industrial truck hauls	Highways & Transportation
industrial wastewater	Environment & Resource Mgmt.
industry - culture	Municipal Affairs, Culture & Housing
infants' property	Justice
information highway	Economic and Co-operative Development
information technology	Economic and Co-operative Development
information technology	Finance
inmates	Justice
Innovation Place	Sask. Opportunities Corporation
innovative housing	Municipal Affairs, Culture & Housing
insect control - programs & services	Agriculture and Food
insider trading	Sask. Securities Commission
inspection and maintenance reports	Sask. Power Corporation
inspections - boilers	Municipal Affairs, Culture & Housing
inspections - electrical	Sask. Power Corporation
inspections - hazardous waste facilities	Environment & Resource Mgmt.
inspections - milling/mining operations	Environment & Resource Mgmt.

inspections - municipal water/sewage works	Environment & Resource Mgmt.
inspections - natural gas	Sask. Power Corporation
Inspections - plumbing/sewer	Health
inspections - pressure vessels	Municipal Affairs, Culture & Housing
inspections - refrigeration units	Municipal Affairs, Culture & Housing
Inspector of Legal Offices - Court Services	Justice
institutional services	Social Services
insurance - all types	Sask. Government Insurance
insurance - companies/licensing	Justice
insurance - General Insurance Council of Saskatchewan	Justice
insurance - Hail Insurance Council of Saskatchewan	Justice
insurance - Life Insurance Council of Saskatchewan	Justice
Insurance - Medical Care Insurance	Health
insurance - policies/information	Sask. Government Insurance
Insurance Premiums Tax	Finance
insurance - Superintendent of Insurance	Justice
Insured Services Division	Health
Integrated Facilities	Health
Integrated Health Services Division	Health
Intensive Probation Supervision Electronic Monitoring Prog(IPSEM)	Justice
Inter-Municipal Fire Protection Program	Municipal Affairs, Culture & Housing
inter-office mail	Sask. Property Management Corporation
inter-track betting	Liquor and Gaming Authority
interconnection - telecommunications facilities	Sask. Telecommunications Holding Corporation
interconnection records	Sask. Power Corporation
Interculture Canada Scholarship	Sask. Power Corporation
Intergovernmental relations	Intergovernmental and Aboriginal Affairs
Intermodal terminals	Highways & Transportation
International relations	Intergovernmental and Aboriginal Affairs
internet	Economic and Co-operative Development
internet access	Economic and Co-operative Development
internet access service (Sympatico)	Sask. Telecommunications Holding Corporation
interpretive programs - Government House	Municipal Affairs, Culture & Housing
investment	Sask. Opportunities Corporation
investment	Sask. Securities Commission
investment - attraction/development	Economic and Co-operative Development
investment - information for investors	Economic and Co-operative Development
Investment Loan Program - Agriculture	Agricultural Credit Corporation
investment management	Finance
investments/co-operatives	Securities Commission
irrigation - extension	Sask. Water Corporation
irrigation - grants	Sask. Water Corporation
irrigation - soils investigations	Sask. Water Corporation
irrigation - water supply development assistance	Sask. Water Corporation
Island Falls Hydroelectric Station	Sask. Power Corporation
jails	Justice
job classification/government employees	Public Service Commission
job training	Post-Secondary Education & Skills Training
job training - Indian/Metis	Intergovernmental and Aboriginal Affairs
jobs, Sask. government	Public Service Commission
Joint Emergency Preparedness Program (JEPP)	Municipal Affairs, Culture & Housing
journeymen papers	Post-Secondary Education & Skills Training
Junior Citizen of the Year award	Sask. Power Corporation
Justice of the Peace	Justice

juvenile corrections	Social Services
Kenosee Youth Camp	Social Services
Kilburn Hall	Social Services
Laboratories - clinical	Health
Laboratories - crop protection	Agriculture and Food
Laboratories - environmental	Health
Laboratories - licensing/medical	Health
labour - mediation services for injured workers	Labour
labour - relations	Labour
Labour - sponsored Venture Capital Program	Economic and Co-operative Development
labour - standards	Labour
labour - unfair practices	Labour Relations Board
lake stabilization projects - assistance	Sask. Water Corporation
lakes - plaques or monuments	Environment & Resource Mgmt.
lakes - to name	Sask. Land Information Services Corporation
land - agricultural/drainage	Sask. Water Corporation
land - appeal board	Sask. Lands Appeal Board
land - classification	Agriculture and Food
land - dispositions	Energy & Mines
land - expropriation	Public & Private Rights Board
land - farmland lease disputes/arbitration process	Farm Tenure Arbitration Board
land - highways (purchase, payments)	Highways & Transportation
land - liens - builders	Sask. Land Information Services Corporation
land - liens - mechanics	Justice
land - mortgages	Sask. Land Information Services Corporation
land - registration	Sask. Land Information Services Corporation
land - representatives	Agriculture and Food
land sale - bids	Energy & Mines
land sale - mortgage guarantees	Agricultural Credit Corporation
land sale - postings	Energy & Mines
land sale - results	Energy & Mines
land - subdivision of northern municipalities	Municipal Affairs, Culture & Housing
land - subdivision of urban municipalities	Municipal Affairs, Culture & Housing
land titles - copies	Sask. Land Information Services Corporation
land titles - document searches	Sask. Land Information Services Corporation
land titles - records	Sask. Land Information Services Corporation
land titles - registrations	Sask. Land Information Services Corporation
land - transfers	Sask. Land Information Services Corporation
landfills	Environment & Resource Mgmt.
Landis Power Station	Sask. Power Corporation
landlord/tenant information (residential)	Office of the Rentalsman
landlord/tenants disputes	Office of the Rentalsman
landlords, rights	Office of the Rentalsman
lands - claims	Intergovernmental and Aboriginal Affairs
Language Bursary Program	Education
language - language office/minority	Education
law reform	Law Reform Commission
learner's license	Sask. Government Insurance
learning disability - special education	Education/Post-Secondary Education & Skills Training
lease accommodation	Sask. Property Management Corporation
lease - continuance	Energy & Mines
lease disputes, agricultural land	Provincial Mediation Board
lease - farmland lease disputes/arbitration process	Farm Tenure Arbitration Board
lease - negotiated	Energy & Mines
lease - permits	Energy & Mines

lease - research park	Sask. Opportunities Corporation
lease rental billing	Energy & Mines
lease - selection	Energy & Mines
lease - termination grievance	Sask. Lands Appeal Board
lease vehicles	Sask. Property Management Corporation
leases - helium and associated gases	Energy & Mines
leases - mortgaged land	Provincial Mediation Board
leases - oil and gas	Energy & Mines
leases - oil shale	Energy & Mines
legal advice - for municipal police forces	Justice
legal advice - for RCMP	Justice
legal aid - complaints	Sask. Legal Aid Commission
legal aid - offices	Sask. Legal Aid Commission
legal documents - service of	Justice
legal officials - civil/criminal	Justice
legislation - drafting/publication/sale to public	Justice
leisure - information	Municipal Affairs, Culture & Housing
liability insurance	Sask. Government Insurance
libraries - provincial	Municipal Affairs, Culture & Housing
Library Operating Grant Program	Municipal Affairs, Culture & Housing
Library Services	Health
license plates	Sask. Government Insurance
licenses - marriage	Justice
licensing - agricultural dealers	Justice
licensing - amusement rides	Municipal Affairs, Culture & Housing
licensing - auctioneers	Justice
licensing - bingos	Liquor & Gaming Authority
licensing - break-opens/games of chance	Liquor & Gaming Authority
licensing - businesses in Sask.	Justice
licensing - care homes	Health
licensing - casinos	Liquor & Gaming Authority
licensing - cemeteries	Justice
licensing - child day care	Social Services
licensing - collection agencies	Justice
licensing - credit reporting agencies	Justice
licensing - direct sales	Justice
licensing - drilling & mining	Energy & Mines
licensing - drivers	Sask. Government Insurance
licensing - electrical contractors/journeymen/suppliers	Municipal Affairs, Culture & Housing
licensing - elevators	Municipal Affairs, Culture & Housing
licensing - gambling	Liquor & Gaming Authority
licensing - gas contractors/suppliers	Municipal Affairs, Culture & Housing
licensing - gas installations	Municipal Affairs, Culture & Housing
licensing - horse racing	Liquor and Gaming Authority
licensing - horsemen	Liquor and Gaming Authority
licensing - independent schools	Education
licensing - insurance companies	Justice
licensing - liquor facilities	Liquor & Gaming Authority
licensing - liquor permits/special occasion	Liquor & Gaming Authority
licensing - loan companies	Justice
licensing - lotteries	Liquor & Gaming Authority
licensing - milling/mining	Environment & Resource Mgmt.
licensing - mortgage brokers	Justice
licensing - motor dealers	Justice
licensing - oil burner installers	Municipal Affairs, Culture & Housing
licensing - outfitters	Environment & Resource Mgmt.

Licensing - personal care homes	Health
licensing - pesticide applicators	Agriculture and Food
licensing - private investigators	Justice
licensing - propane gas distributors	Municipal Affairs, Culture & Housing
licensing - prospecting	Energy & Mines
licensing - pyramid franchises	Justice
licensing - raffles	Liquor & Gaming Authority
licensing - security guards	Justice
licensing - sellers of training courses	Justice
Licensing - special care homes	Health
licensing - teletheatres	Liquor and Gaming Authority
licensing - training course vendors	Justice
licensing - trust & loan companies	Justice
licensing - water well driller	Sask. Water Corporation
licensing - welding/pipefitting	Municipal Affairs, Culture & Housing
liens - automobiles	Justice
liens - builders (crown leases)	Energy & Mines
liens - builders (land)	Sask. Land Information Services Corporation
liens - garage keepers	Justice
liens - land	Sask. Land Information Services Corporation
liens - mechanics (crown leases)	Energy & Mines
liens - mechanics (land)	Justice
liens - mechanics (property)	Justice
LIFAC emissions control system	Sask. Power Corporation
Life Insurance Council of Saskatchewan	Justice
Lights On For Life	Sask. Government Insurance
limited partnership	Sask. Securities Commission
Line Fence Act	Agricultue and Food
Line Load Control Program (LLC)	Municipal Affairs, Culture & Housing
liquor consumption tax	Finance
liquor - importation of	Liquor & Gaming Authority
liquor - licensing of facilities	Liquor & Gaming Authority
liquor - manufacture of	Liquor & Gaming Authority
liquor - permits/special occasions	Liquor & Gaming Authority
liquor - possession/sale/delivery	Liquor & Gaming Authority
liquor - stores/franchises	Liquor & Gaming Authority
lists of - schools	Education
lists of - student	Education
lists of - teachers	Education
literacy campaign, Sask.	Education/Post-Secondary Education & Skills Training
literacy - information	Education/Post-Secondary Education & Skills Training
literacy programs & services	Education/Post-Secondary Education & Skills Training
litter control	Environment & Resource Mgmt.
live horse racing	Liquor and Gaming Authority
livestock - grant for watering cattle	Sask. Power Corporation
livestock - watering systems grants	Sask. Power Corporation
livestock - agrologist	Agriculture and Food
livestock - Cash Advance Program	Agricultural Credit Corporation
livestock - development	Agriculture and Food
livestock - facilities	Agriculture and Food
Livestock Feed Insurance Program	Sask. Crop Insurance Corporation
livestock - Feeder Associations Loan Guarantee	Agriculture and Food
livestock - inspection	Agriculture and Food

livestock - Investment Loan program	Agricultural Credit Corporation
livestock - loans	Agricultural Credit Corporation
livestock - marketing legislation	Agriculture and Food
livestock - predator control	Environment & Resource Mgmt.
livestock - producer protection	Agriculture and Food
livestock - transportation	Agriculture and Food
Lloydminster Charter	Municipal Affairs, Culture & Housing
Lloydminster Municipal Amalgamation Act, 1930	Municipal Affairs, Culture & Housing
load forecasting files and reports	Sask. Power Corporation
loan companies - licensing	Justice
loans - beef/hog enterprises	Agricultural Credit Corporation
loans - beginning/development farming	Agricultural Credit Corporation
loans - business	Sask. Opportunities Corporation
loans - Cap. Loan Program/livestock	Agricultural Credit Corporation
loans - Feeder Association Loans Guarantee	Agriculture and Food
loans - greenhouse	Agricultural Credit Corporation
loans - Guarantee Operating Loan	Agricultural Credit Corporation
loans - livestock -Capital Loan Program	Agricultural Credit Corporation
loans - Livestock Cash Advance Program	Agricultural Credit Corporation
loans - Livestock Investment Loan Program	Agricultural Credit Corporation
loans - mushroom growing	Agricultural Credit Corporation
loans - student (Canada)	Post-Secondary Education & Skills Training
loans - student (Sask.)	Post-Secondary Education & Skills Training
Local Authority - borrowing/financial applications & approvals	Sask. Municipal Board
Local Government Committee	Sask. Municipal Board
Local Government Election Act	Municipal Affairs, Culture & Housing
local housing authorities	Municipal Affairs, Culture & Housing
Local Improvements Act	Municipal Affairs, Culture & Housing
long combination vehicles	Highways & Transportation
long distance telephone service	Sask. Telecommunications Holding Corporation
long service recognition - government employees	Public Service Commission
lotteries licensing	Liquor & Gaming Authority
lottery funding - policy development	Municipal Affairs, Culture & Housing
low income families - Family Income Plan	Social Services
low income families - Saskatchewan Employment Supplement	Social Services
low income housing	Municipal Affairs, Culture & Housing
mail - services, inter-office	Sask. Property Management Corporation
maintenance enforcement	Justice
management services - immigrant investor funds	Sask. Govt Growth Fund Mgmt Corporation
manufacturers - business development	Economic and Co-operative Development
Manufacturers Guide	Economic and Co-operative Development
mapping - Sask Geomatics	Sask. Land Information Services Corporation
mapping - forestry	Environment & Resource Mgmt.
mapping - geological (precambrian)	Energy & Mines
mapping - geological (sedimentary)	Energy & Mines
mapping - rural property	Sask. Land Information Services Corporation
mapping - topographic	Sask. Land Information Services Corporation
mapping - urban property	Sask. Land Information Services Corporation
maps & charts - constituency	Office of the Chief Electoral Officer
maps & charts - geological	Energy & Mines
maps & charts - seismic	Energy & Mines
maps - highway & municipal roads	Highways & Transportation
marine transportation	Highways & Transportation
market analysis - agri-food	Agriculture and Food
market outlook - crops & livestock	Agriculture and Food

Market Share Quota Program	Milk Control Board
marketing - boards & commissions	Agriculture and Food
marriage comm.ers	Justice
marsh - development/management	Environment & Resource Mgmt.
Master of Titles	Sask. Land Information Services Corporation
materials evaluation (curriculum)	Education
Meadow Lake Power Station	Sask. Power Corporation
meat processing	Agriculture and Food
mechanics liens - crown leases	Energy & Mines
Media Services	Executive Council
mediation - complaints against businesses	Justice
mediation - debt (personal)	Provincial Mediation Board
mediation - family	Justice
mediation - farm land security	Farm Land Security Board
mediation - farmland	Justice
mediation - foreclosures (personal)	Provincial Mediation Board
mediation - land expropriation	Public & Private Rights Board
Medical Care Insurance Branch	Health
Medical Insurance Services	Health
Medical Services - bills, unpaid	Health
Medical Transportation	Health
Medicare	Health
Medicine - information	Health
Meewasin Valley Authority Act	Municipal Affairs, Culture & Housing
member loans/co-operatives	Co-operative Securities Board
Mental Health Services	Health
mentally incompetent persons	Justice
meter readings - Saskpower	Sask. Power Corporation
mileage/other allowances - Sask. Government employees	Public Service Commission
milk quotas	Milk Control Board
milk - production	Milk Control Board
milk - quality	Milk Control Board
milk - safety	Milk Control Board
mineral lease broker	Sask. Securities Commission
minerals - assessment	Energy & Mines
minerals - data	Energy & Mines
minerals - deposits	Energy & Mines
minerals - disposition	Energy & Mines
minerals - exploration	Energy & Mines
minerals - rights/ownership records	Energy & Mines
minerals - rights/tax assessment	Energy & Mines
Minerals/Sask. - Saskatchewan Minerals	Crown Investments Corporation
mines - inspection & monitoring	Environment & Resource Mgmt.
mines - pollution control	Environment & Resource Mgmt.
mines - safety	Labour
mines - statistics	Energy & Mines
minimum wage	Minimum Wage Board
Mining Development Corp./Sask. - Saskatchewan Mining Development Corp.	Crown Investments Corporation
mining - disposition	Energy & Mines
mining - forecast	Energy & Mines
mining - lands	Energy & Mines
mining - open pit	Energy & Mines
mining - records	Energy & Mines
mining - regulations	Energy & Mines
mining - requirements	Energy & Mines

minority language office (French)	Education
minors' property	Justice
misrepresentation/prospectus	Sask. Securities Commission
mixed crops	Agriculture and Food
mortgage assistance/reduction	Finance
mortgage brokers licenses	Justice
mortgage foreclosures	Provincial Mediation Board
Mortgage Protection Plan	Finance
mortgages (land)	Sask. Land Information Services Corporation
motor carrier audits	Highways & Transportation
motor carrier - insurance	Highway Traffic Board
motor carrier insurance	Highways & Transportation
motor carrier operating authority	Highway Traffic Board
motor carrier operating authority	Highways & Transportation
motor carrier permits	Highways & Transportation
motor carrier profiles	Highways & Transportation
motor carrier regulations	Highways & Transportation
motor dealers, license	Justice
Motor Vehicle Insurance Premium Tax	Finance
motor vehicles - licensing; registration	Sask. Government Insurance
motor vehicles - natural gas fueled	SaskEnergy Incorporated
motor vehicles - used - government	Sask. Property Management Corporation
motorcycles - inspections; insurance	Sask. Government Insurance
MPR's	Energy & Mines
Multicultural Task Force	Municipal Affairs, Culture & Housing
multiculturalism	Municipal Affairs, Culture & Housing
Multitype Library System	Municipal Affairs, Culture & Housing
Municipal Board Act	Municipal Affairs, Culture & Housing
Municipal Boundary Committee	Sask. Municipal Board
Municipal Capital Program	Municipal Affairs, Culture & Housing
municipal debentures	Municipal Financing Corporation
Municipal Debentures Repayment Act	Municipal Affairs, Culture & Housing
Municipal Development and Loan (Sask.) Act	Municipal Affairs, Culture & Housing
Municipal Directory	Municipal Affairs, Culture & Housing
municipal elections	Municipal Affairs, Culture & Housing
municipal employees superannuation	Finance
Municipal Expropriation Act	Municipal Affairs, Culture & Housing
Municipal Financing Corp./Sask.	Crown Investments Corporation
municipal funding	Municipal Affairs, Culture & Housing
Municipal Improvements Assistance (Sask.) Act	Municipal Affairs, Culture & Housing
Municipal Industrial Development Corp.s Act	Municipal Affairs, Culture & Housing
municipal landfills	Environment & Resource Mgmt.
Municipal Reference Act	Municipal Affairs, Culture & Housing
Municipal Revenue Sharing Act	Municipal Affairs, Culture & Housing
municipal roads - regravel, construction & maintenance programs	Highways & Transportation
municipal services - advisory services	Municipal Affairs, Culture & Housing
municipal services - expropriation	Municipal Affairs, Culture & Housing
municipal services - Financing Corp.	Municipal Financing Corporation
Municipal Services - Northern	Municipal Affairs, Culture & Housing
municipal sewage works	Environment & Resource Mgmt.
Municipal Tax Sharing (Potash) Act	Municipal Affairs, Culture & Housing
Municipal Water Assistance Program	Municipal Affairs, Culture & Housing
municipal water works	Environment & Resource Mgmt.
museum	Western Development Museum
Museum of Natural History Associates	Municipal Affairs, Culture & Housing
Museums Assistance Program	Municipal Affairs, Culture & Housing

mustard seed	Agriculture and Food
mutual funds	Sask. Securities Commission
Name Change	Health
name search - business	Justice
name search - corporation - federal & provincial	Justice
name search - federal (corporation, trade marks, etc.) NUANS	Justice
names of homes registration	Justice
Narcotic and Control Drugs	Health
National Building Code	Municipal Affairs, Culture & Housing
National Fire Code	Municipal Affairs, Culture & Housing
National Honours recognition	Intergovernmental and Aboriginal Affairs
national safety code	Highways & Transportation
national transportation policies	Highways & Transportation
native communities - RCMP service	Justice
Native Teacher Education Program (SUNTEP)	Post-Secondary Education& Skills Training
natural & propane gas inspection	Sask. Power Corporation
natural gas and propane safety standards and regulations	Sask. Power Corporation
natural gas/heating	SaskEnergy Incorporated
natural gas/transportation of	SaskEnergy Incorporated
natural history resources	Municipal Affairs, Culture & Housing
natural resources/Parks	Environment & Resource Mgmt.
Neighborhood Development Organizations	Economic and Co-operative Development
Neighbourhood Home Ownership Program (NHOP)	Municipal Affairs, Culture & Housing
New Generation Co-operatives	Economic and Co-operative Development
new well report	Energy & Mines
News Releases/Media Services	Executive Council
Nipawin Hydroelectric station	Sask. Power Corporation
Nisbet Youth Centre	Social Services
non - utility generation	Sask. Power Corporation
non-profit & community organization housing	Municipal Affairs, Culture & Housing
non-profit organizations - incorporated/Saskatchewan	Justice
NORTEP - Northern Teacher Education Program	Post-Secondary Education & Skills Training
North American Waterfowl Plan	Sask. Wetland Conservation Corporation
North Battleford Youth Centre	Social Services
Northern Affairs Act	Municipal Affairs, Culture & Housing
Northern Air Services	Environment & Resource Mgmt.
Northern Capital Grants Program	Municipal Affairs, Culture & Housing
Northern Community Relations	Municipal Affairs, Culture & Housing
Northern Corrections	Justice
Northern Economic Development Task Force	Municipal Affairs, Culture & Housing
northern enterprise fund	Sask. Power Corporation
Northern Hydro	Sask. Power Corporation
Northern Municipal Services	Municipal Affairs, Culture & Housing
Northern Municipalities Act	Municipal Affairs, Culture & Housing
Northern Revenue Sharing Program	Municipal Affairs, Culture & Housing
Northern Sask. Economic Development Act	Municipal Affairs, Culture & Housing
Northern Sewer and Water Assistance Programs	Municipal Affairs, Culture & Housing
Northern Teacher Education Program (NORTEP)	Post-Secondary Education & Skills Training
notary publics	Justice
Nursing Homes - special care homes	Health
Nursing - public health	Health
Nutrition - information/education/consulting	Health
occupational health & film library	Labour
Occupational Health & Safety	Labour
Occupational Therapy	Health
off target penalties	Energy & Mines

offences - provincial statute	Justice
offences - traffic	Justice
offenders - rehabilitation	Justice
offenders - Youth	Social Services
offering memorandum	Sask. Securities Commission
office equipment - new	Sask. Property Management Corporation
office equipment - used	Sask. Property Management Corporation
Office of Disability Issues	Social Services
Office of French-Language Co-ordination	Intergovernmental and Aboriginal Affairs
office space - government buildings	Sask. Property Management Corporation
official administrators - trust companies	Justice
official guardian (Public Trustee)	Justice
Official Minority Language Office	Education
Official visits	Intergovernmental and Aboriginal Affairs
oil & gas disposition	Energy & Mines
oil & gas - disputes with landowners	Surface Rights Arbitration Board
oil & gas - exploration-Park Lands	Environment & Resource Mgmt.
oil & gas - Royalty Refund Program	Finance
oil/gas - royalty calculations	Energy & Mines
oil spills - regulations	Energy & Mines
oilseeds - crops	Agriculture and Food
OMLO - Official Minority Language Office	Education
on farm demonstrations	Agriculture and Food
operator services	Sask. Telecommunications Holding Corporation
Oral Health Education	Health
Orcadia Youth Residence	Social Services
Order of Merit	Intergovernmental and Aboriginal Affairs
orderly payment of debts	Provincial Mediation Board
Orders in Council	Executive Council
organic products	Agriculture and Food
ornamentals	Agriculture and Food
orphan's benefits trustee (Public Trustee)	Justice
Ottawa - Saskatchewan Business Development Office	Economic and Co-operative Development
out of province student transcripts	Education
Out-patient Services	Health
outfitters licensing	Environment & Resource Mgmt.
overweight/overwidth regulations	Highways & Transportation
PACE	Economic and Co-operative Development
paleontological resources	Municipal Affairs, Culture & Housing
Parent Awareness	Health
pari-mutuel wagering	Liquor and Gaming Authority
parimutuel tax	Finance
parks - information	Environment & Resource Mgmt.
parks - land management	Environment & Resource Mgmt.
parks - management	Environment & Resource Mgmt.
parks - natural resources	Environment & Resource Mgmt.
parks - oil/gas exploration	Environment & Resource Mgmt.
parks - regulation	Environment & Resource Mgmt.
parks - research	Sask. Opportunities Corporation
parks - resource protection	Environment & Resource Mgmt.
parks - Wanuskewin Heritage Park	Wanuskewin Heritage Park Corporation
Passenger and Freight Elevator Act	Municipal Affairs, Culture & Housing
pastures	Agriculture and Food
patents - telecommunications	Sask. Telecommunications Holding Corporation

Paul Dojack Youth Centre	Social Services
payment of fines	Justice
payphones	Sask. Telecommunications Holding Corporation
PCB disposal	Environment & Resource Mgmt.
PCB disposal	Sask. Power Corporation
peat	Energy & Mines
PEBA (Public Employees Benefits Agency)	Finance
Peers Helping Peers	Health
Penny Powers programs	Sask. Power Corporation
pension - private plans, registration	Justice
pensions - PEBA	Finance
pensions - Sask. Pension Plan	Finance
pensions - Sask. Telecommunications Pension Plan Board	Sask. Telecommunications Holding Corporation
pensions - superannuation/municipal employees	Municipal Employees' Superannuation
performing arts - assistance	Sask. Arts Board
permanent art collection	Sask. Arts Board
permits - electrical work	Sask. Power Corporation
permits - gas/inspection	Sask. Power Corporation
permits - blasting	Energy & Mines
permits - development adjacent to highways	Highways & Transportation
permits - geophysical operations	Energy & Mines
permits - highway transport	Sask. Government Insurance
permits - overweight/overwidth	Sask. Government Insurance
permits - petroleum and natural gas exploration	Energy & Mines
permits - pipelines crossing highways	Highways & Transportation
permits - sewage/water works	Environment & Resource Mgmt.
permits - transport/trucking	Sask. Government Insurance
permits - vehicle registration	Sask. Government Insurance
personal bankruptcy	Provincial Mediation Board
Personal Care Homes - licensing	Health
personal property registration	Justice
personalized license plates	Sask. Government Insurance
pest management - agriculture	Agriculture and Food
pesticide applicator licensing	Agriculture and Food
petroleum division/Sask. Research Council	Sask. Research Council
petroleum/storage	Environment & Resource Mgmt.
Pharmacoepidemiology	Health
photo driver license	Sask. Government Insurance
photocopier lease	Sask. Property Management Corporation
Physiotherapy/Physical Therapy	Health
Pills	Health
pilot lights	SaskEnergy Incorporated
Pine Grove Provincial Correctional Centre - Prince Albert	Justice
pipelines - permits	Energy & Mines
planning & development/communities	Municipal Affairs, Culture & Housing
Planning and Development Act, 1983	Municipal Affairs, Culture & Housing
Planning Appeals Committee	Sask. Municipal Board
planning - transportation	Highways & Transportation
plants - disease	Agriculture and Food
plants - pathologist	Agriculture and Food
plaques and markers - heritage	Municipal Affairs, Culture & Housing
plaques, Crown land	Environment & Resource Mgmt.
Pneumatic Fever	Health
poachers	Environment & Resource Mgmt.

police - Saskatchewan Police College	Justice
policing - rural areas	Justice
political parties - Sask.	Office of the Chief Electoral Officer
pollution control - air; land	Environment & Resource Mgmt.
pollution control - livestock	Agriculture and Food
pollution control - mines	Environment & Resource Mgmt.
pollution control - mining operations	Environment & Resource Mgmt.
pollution control - water	Environment & Resource Mgmt.
Poplar River Power Station	Sask. Power Corporation
pork - development; productions; products	Agriculture and Food
post adoption services	Social Services
Post graduate engineering studies scholarships	Sask. Power Corporation
post secondary & adult education	Post-Secondary Education & Skills Training
potash/coal mining	Environment & Resource Mgmt.
potash - royalty	Energy & Mines
potash - tax calculations/collections	Energy & Mines
poultry	Agriculture and Food
power lines	Sask. Power Corporation
power plants: monitoring of thermal and hydro electric plants	Sask. Power Corporation
power stations	Sask. Power Corporation
power systems studies	Sask. Power Corporation
Powersmart	Sask. Power Corporation
Powerwise	Sask. Power Corporation
Prairie Habitat Joint Venture	Sask. Wetland Conservation Corporation
prairie pothole project	Environment & Resource Mgmt.
predator control - livestock management	Environment & Resource Mgmt.
prehistoric burials policy	Municipal Affairs, Culture & Housing
prepaid funerals	Justice
Prescription Drug Services Branch	Health
Prescription Drugs - information; plan; use	Health
press release	Executive Council
pressure surveys - bottom hole	Energy & Mines
pressure surveys - oil/gas	Energy & Mines
pressure vessel test records	Sask. Power Corporation
pressure welding inspector	Municipal Affairs, Culture & Housing
Primary Care	Health
Prince Albert Youth Residence	Social Services
print procurement	Executive Council
Priority Access to Dialing	Municipal Affairs, Culture & Housing
Prison Industries (PRISM)	Justice
private adoption	Social Services
Private Investigators - licensing	Justice
private pension plan regulations	Justice
private schools (K-12)	Education
private vocational schools	Post-Secondary Education & Skills Training
probate - grants/administration	Justice
probation - adult services	Justice
probation - volunteer supervision	Justice
probation - young offenders	Social Services
Problem Gambling	Health
procurement of goods & services	Sask. Property Management Corporation
Production Associations Loan Guarantee	Agriculture and Food
Programs Branch	Health
Project Wild	Environment & Resource Mgmt.
promotion - telecommunications products and services	Sask. Telecommunications Holding Corporation

propane - bulk storage	Sask. Power Corporation
propane - change to natural gas	SaskEnergy Incorporated
propane - gas distributors - licensing	Municipal Affairs, Culture & Housing
property - children	Justice
property crime - alternative sentencing	Justice
property - dependent adults	Justice
property - government planning & development	Sask. Property Management Corporation
prosecution office	Justice
prospecting syndicate	Sask. Securities Commission
prospectus	Sask. Securities Commission
Protection of Privacy	Justice
Protocol Office	Intergovernmental and Aboriginal Affairs
Provincial Action Committee on the Economy (PACE)	Economic and Co-operative Development
provincial - adoption registry	Social Services
provincial - budget	Finance
Provincial Capital Fund Program Act	Municipal Affairs, Culture & Housing
provincial - comptroller	Finance
provincial correctional centres	Justice
Provincial Court Offices	Justice
provincial - dairy laboratory	Agriculture and Food
provincial economic strategy	Economic and Co-operative Development
provincial - elections	Office of the Chief Electoral Officer
Provincial Epidemiologist	Health
Provincial/Federal Programs - Education	Education/Post-Secondary Education & Skills Training
Provincial Gas Ltd./customer service	SaskEnergy Incorporated
Provincial Heritage Organizations	Municipal Affairs, Culture & Housing
Provincial Laboratory Services Branch	Health
Provincial Library	Municipal Affairs, Culture & Housing
Provincial Nominee Program - immigrants	Economic and Co-operative Development
provincial - parks	Environment & Resource Mgmt.
provincial parks - violations	Environment & Resource Mgmt.
provincial - realty/government	Sask. Property Management Corporation
Provincial Sales Tax (PST)	Finance
proxies	Sask. Securities Commission
Psychiatric Nurses	Health
Psychiatrists	Health
Psycheoducational Assessment Clinic - special education	Education
public accounts	Finance
public company	Sask. Securities Commission
Public Employees Benefits Agency - insurance	Finance
Public Employees Benefits Agency - pension	Finance
public employees - dental plan	Finance
public employees - disability income plan	Finance
public employees - group life plan	Finance
public employees - superannuation	Finance
Public Health Inspections	Health
Public Health Levy	Finance
Public Health - nursing	Health
public hearing files - operating authority	Highway Traffic Board
public hearing files - operating authority	Sask. Government Insurance
public housing	Municipal Affairs, Culture & Housing
Public Libraries Act, 1984	Municipal Affairs, Culture & Housing
public prosecutions	Justice
public servants - superannuation	Finance
Public Trustee	Justice

publications - Acts and regulations	Justice - Queen's Printer
publications - agriculture	Agriculture and Food
publications - education	Education Post-Secondary Education & Skills Training
publications - energy & mines	Energy & Mines
publications - energy conservation	Energy & Mines
publications - environment	Environment & Resource Mgmt.
Publications - health	Health
publications - Law Reform Commission	Law Reform Commission
publications - natural gas	SaskEnergy Incorporated
publications - provincial legislation	Justice - Queen's Printer
pulses and bean crops	Agriculture and Food
purchasing agency	Sask. Property Management Corporation
pyramid franchise licenses	Justice
quality engineering reports	Sask. Power Corporation
quarrying - disposition; regulations; royalty	Energy & Mines
Quebec/Sask. Exchange Program	Education
Queen Elizabeth Power Station	Sask. Power Corporation
Queen's Printer	Justice
quota exchange - milk	Milk Control Board
rabbit farming	Agriculture and Food
rabies - testing	Agriculture and Food
racetracks	Liquor and Gaming Authority
radiation - safety (see also atomic energy)	Labour
radio interference	Sask. Power Corporation
radon gas	Environment & Resource Mgmt.
raffles/licensing	Liquor & Gaming Authority
rail line abandonment	Highways & Transportation
rail passenger service	Highways & Transportation
rail traffic analysis	Highways & Transportation
rail transportation	Highways & Transportation
railway cars - government	Sask. Grain Car Corporation
railway engineering	Highways & Transportation
railways - costing review	Highways & Transportation
rat control	Agriculture and Food
rate - SACCICS (CDC)	Environment & Resource Mgmt.
rates - telephone services	Sask. Telecommunications Holding Corporation
real estate - government offices	Sask. Property Management Corporation
rebates - business tax	Municipal Affairs, Culture & Housing
rebates - farmers/fuel tax	Finance
records - management	Sask. Property Management Corporation
records - students	Education
records - teachers	Education
Recovery Homes	Health
recreation	Municipal Affairs, Culture & Housing
recreation association development	Municipal Affairs, Culture & Housing
recreation/fitness for seniors grants	Municipal Affairs, Culture & Housing
recreational fisheries	Environment & Resource Mgmt.
recreational organizations - financial assistance	Municipal Affairs, Culture & Housing
recreational program	Municipal Affairs, Culture & Housing
recycling - directory	Environment & Resource Mgmt.
recycling - waste exchange guide	Environment & Resource Mgmt.
REDA Program	Economic and Co-operative Development
reforestation	Environment & Resource Mgmt.

refunds - sales tax	Finance
Regina Provincial Correctional Centre	Justice
Regina Rail Relocation	Municipal Affairs, Culture & Housing
Regina Research park	Sask. Opportunities Corporation
Regional Colleges	Post-Secondary Education & Skills Training
Regional Economic Development Authorities (REDAs)	Economic and Co-operative Development
regional education offices	Education
Regional Offices - Career Services	Post-Secondary Education & Skills Training
regional parks - financial/technical assistance	Environment & Resource Mgmt.
Regional Services - hospital	Health
registrar in bankruptcy	Justice
Registrar of Co-operatives	Justice
registrar of courts (Surrogate, Queen's Bench, Appeal)	Justice
Registrar of Credit Unions	Justice
registration - brands	Agriculture and Food
registration - business names; co-operatives; corporations; credit unions	Justice
registration/investments	Sask. Securities Commission
registration - land	Sask. Land Information Services Corporation
registration - motor vehicles	Sask. Government Insurance
registration - names of homes/farms/ranches	Justice
registration - non-profit corporations	Justice
registration - pension plans	Justice
registration - personal property	Justice
registration/stock brokers	Sask. Securities Commission
regulations - bottle/can returns	Environment & Resource Mgmt.
regulations - drafting/publication/sale to public	Justice
regulations - helium and associated gases	Energy & Mines
regulations - milk production/sale/distribution	Milk Control Board
regulations - oil and gas conservation	Energy & Mines
regulations - oil shale	Energy & Mines
regulations - petroleum & natural gas	Energy & Mines
regulations - pool boundaries	Energy & Mines
regulations - vehicle/driver safety	Sask. Government Insurance
regulations - vehicle/weight/dimensions	Highways & Transportation
regulatory reform	Economic and Co-operative Development
Rehabilitation Programs - in-patient	Health
Rehabilitation Programs - recovery homes	Health
reliability and maintainability reports	Sask. Power Corporation
remedies/investments	Sask. Securities Commission
rent - farmland lease rate disputes/arbitration process	Farm Tenure Arbitration Board
rent - information (residential)	Office of the Rentalsman
rent - security deposits (residential)	Office of the Rentalsman
Rentalsman, landlord/tenant information	Office of the Rentalsman
repayment of debt - personal	Provincial Mediation Board
reporting issuer	Sask. Securities Commission
research & development - agriculture	Agriculture and Food
research & development - business	Economic and Co-operative Development
research & development housing grant	Municipal Affairs, Culture & Housing
research & development - tenant leasing	Sask. Opportunities Corporation
research parks	Sask. Opportunities Corporation
research - transportation	Highways & Transportation
reserves - natural gas	Energy & Mines
reserves - oil	Energy & Mines
reservoir maps	Energy & Mines
reservoirs - development areas	Sask. Water Corporation

Resident Artist Program	Municipal Affairs, Culture & Housing
Residential Recovery Homes	Health
Residential Rehab. Assistance Program (RRAP & RRAP for Disabled)	Municipal Affairs, Culture & Housing
Residential Services	Health
residential services - approved private-service homes	Social Services
residential services - group homes	Social Services
residential services - supported apartment living	Social Services
residential services - supportive living	Social Services
residential services - telephone	Sask. Telecommunications Holding Corporation
Residential Tenancies Act	Office of the Rentalsman
Resource Centre - sport, recreation, arts & heritage	Municipal Affairs, Culture & Housing
resource data/Forestry	Environment & Resource Mgmt.
resource lands	Environment & Resource Mgmt.
resource prediction records	Sask. Power Corporation
resource protection/parks	Environment & Resource Mgmt.
resources - business/co-operative	Economic and Co-operative Development
Respite Care Program	Health
restitution program	Justice
restricted driver's licences	Sask. Government Insurance
restricted licenses	Highway Traffic Board
returning officers	Office of the Chief Electoral Officer
revenue sharing grant program	Highways & Transportation
revenue sharing - northern	Municipal Affairs, Culture & Housing
revenue sharing - urban	Municipal Affairs, Culture & Housing
right-of-way - acquisition	Sask. Telecommunications Holding Corporation
river conservation	Meewasin Valley Authority
road abandonments	Highways & Transportation
Road Ambulance	Health
road closures	Highways & Transportation
road conditions	Highways & Transportation
road signs	Highways & Transportation
road tests - drivers	Sask. Government Insurance
road transportation - complaints	Highways & Transportation
roads - restrictions	Highways & Transportation
roads - travel information	Highways & Transportation
roadside management - highway	Highways & Transportation
Royal and vice-regal visits	Intergovernmental and Aboriginal Affairs
royalties - compensatory billing	Energy & Mines
royalties - crown	Energy & Mines
royalties - incentives	Energy & Mines
royalties - natural gas	Energy & Mines
RUD Line Locates	Sask. Power Corporation
Rural Development Act	Municipal Affairs, Culture & Housing
Rural Municipal Administrators Act	Municipal Affairs, Culture & Housing
rural municipalities - channel clearing assistance	Sask. Water Corporation
rural municipalities - creek clearing assistance	Sask. Water Corporation
Rural Municipality Act, 1989	Municipal Affairs, Culture & Housing
rural service centres	Agriculture and Food
Rural Underground Distribution (RUD)	Sask. Power Corporation
safety - health inspections/workplace	Labour
safety net - farms	Sask. Crop Insurance Corporation
Safety programs for 4-H and school groups	Sask. Power Corporation
safety standards & regulations - amusement rides	Municipal Affairs, Culture & Housing

safety standards & regulations - elevators	Municipal Affairs, Culture & Housing
safety standards & regulations - gas equipment/installation	Municipal Affairs, Culture & Housing
safety standards & regulations - vehicles/standards & inspection	Sask. Government Insurance
safety standards & regulations - electrical	Sask. Power Corporation
safety standards & regulations - natural & propane gas	Sask. Power Corporation
sale of goods agreement	Justice
sales & salvage - government surplus	Sask. Property Management Corporation
sales, direct - licensing	Justice
sales tax - exemption forms - other provinces	Finance
sales tax - provincial	Finance
sales tax - vendor's licence	Finance
Sask Economic Review	Finance
Sask. Assistance Municipal Levy	Finance
Sask. Assistance Plan	Social Services
Sask. Building and Accessibility Standards Appeal Board	Municipal Affairs, Culture & Housing
Sask. Child Benefit	Social Services
Sask. Community Builds Program	Municipal Affairs, Culture & Housing
Sask. Development Fund Corporation	Crown Investments Corporation
Sask. Employment Supplement	Social Services
Sask. Flat Tax	Finance
Sask. Games	Municipal Affairs, Culture & Housing
Sask. Gazette	Justice
Sask. Geomatics	Sask. Land Information Services Corporation
Sask. Government Insurance Salvage	Sask. Government Insurance
Sask. Heritage Conservation Committee	Municipal Affairs, Culture & Housing
Sask. Heritage Foundation Act	Municipal Affairs, Culture & Housing
Sask. historical records	Sask. Archives Board
Sask. Housing Corporation Act	Sask. Housing Corporation
Sask. Income Plan	Social Services
Sask. Indian Institute of Technology (SIIT)	Post-Secondary Education & Skills Training
Sask. Institute of Applied Science & Technology (SIAST)	Post-Secondary Education & Skills Training
Sask. Legal Aid offices	Sask. Legal Aid Commission
Sask. Library Board	Municipal Affairs, Culture & Housing
Sask. Multicultural Advisory Council	Municipal Affairs, Culture & Housing
Sask. Municipal Board	Sask. Municipal Board
Sask. Municipal Finance Corp.	Crown Investments Corporation
Sask. Museum of Natural History	Municipal Affairs, Culture & Housing
Sask. Northwest Territories Boundary Act, 1966	Municipal Affairs, Culture & Housing
Sask. PALS Program	Education
Sask. Pension Plan	Finance
Sask. Prepaid Funeral Services Council	Justice
Sask. Provincial Court	Justice
Sask./Quebec Exchange Program	Education
Sask. Real Estate Commission	Justice
Sask. Stock Savings Plan	Finance
Sask. Student Loans	Post-Secondary Education & Skills Training
Sask. Tax Incentive	Finance
Sask. Telecommunications Pension Plan Board	Sask. Telecommunications Holding Corporation
Sask. Urban Native Teacher Education Program (SUNTEP)	Post-Secondary Education & Skills Training
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Saskatchewan Business Ambassadors Program	Economic and Co-operative Development
Saskatchewan Cancer Foundation	Health
Saskatchewan Centre of the Arts Act	Municipal Affairs, Culture & Housing
Saskatchewan Farm Security Act	Farm Tenure Arbitration Board

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Saskatchewan Hearing Aid Plan (SHAP)	Health
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Saskatchewan investment projects	Economic and Co-operativeDevelopment
Saskatchewan Made Program	Economic and Co-operative Development
Saskatchewan Manufacturers Guide	Economic and Co-operative Development
Saskatchewan Minerals - Minerals/Sask.	Crown Investment Corporation
Saskatchewan Mining Development Corp. - Mining Development Corp/Sask.	Crown Investment Corporation
Saskatchewan Multicultural Act	Municipal Affairs, Culture & Housing
Saskatchewan Order of Merit	Intergovernmental and Aboriginal Affairs
Saskatchewan Pastures Program	Agriculture and Food
Saskatchewan Provincial Health Council	Health
Saskatchewan Tourism Authority	Economic and Co-operative Development
Saskatchewan Trade and Export Partnership Inc. (STEP)	Economic and Co-operative Development
Saskatchewan Training Strategy	Post-Secondary Education & Skills Training
Saskatchewan-Jilin Friendship Agreement	Intergovernmental and Aboriginal Affairs
SaskEnergy - fueling inquires	SaskEnergy Incorporated
Saskpower - meter readings	Sask. Power Corporation
Saskpower- bonds	Sask. Power Corporation
SaskTel - bonds	Sask. Telecommunications Holding Corporation
SaskTel International	Sask. Telecommunications Holding Corporation
SaskTel Mobility	Sask. Telecommunications Holding Corporation
Sask911	Municipal Affairs, Culture & Housing
satellite communciations	Sask. Telecommunications Holding Corporation
satellite training	Sask. Communications Network
savings certifications/co-operatives	Co-operative Securities Board
savings plan - Sask. stock	Finance
sawmill operations	Sask. Forest Products Corporation
school buses - driver training program	Education
school buses - inspection/commercial and	Sask. Government Insurance
school buses - license	Sask. Government Insurance
school buses - permits for mechanics	Sask. Government Insurance
schools - correspondence	Education
schools - facilities planning	Education/Post-Secondary Education & Skills Training
schools - independent	Education
schools - of the arts	Sask. Arts Board
schools - operating and capital grants	Education/Post-Secondary Education & Skills Training
schools - private vocational	Post-Secondary Education & Skills Training
SCIC Appeal Panel	Sask. Crop Insurance Corporation
SCN - Sask. Communications Network	Sask. Communications Network
scouts tree seedling distribution program	Sask. Power Corporation
seat belt exemptions	Sask. Government Insurance
seat belts safety	Sask. Government Insurance
securities	Sask. Securities Commission
security deposits - tenants	Office of the Rentalsman
Security Guard - licensing	Justice
security notices	Energy & Mines

security services - government buildings	Sask. Property Management Corporation
SEDCO - Sask. Economic Development Corp. - files	Crown Investments Corporation
Sedimentary Geodata Branch	Energy & Mines
seed capital	Sask. Securities Commission
self-government - Indian/Metis	Intergovernmental and Aboriginal Affairs
Seminars/publications on protocol	Intergovernmental and Aboriginal Affairs
Senior Citizens Ambulance Assistance Program	Health
senior citizens - enriched housing	Municipal Affairs, Culture & Housing
senior citizens - fitness	Municipal Affairs, Culture & Housing
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seniors' transportation grants	Municipal Affairs, Culture & Housing
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Smokey The Bear	Environment & Resource Mgmt.
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SOCO - Saskatchewan Opportunities Corporation	Sask. Opportunities Corporation
sodium sulphate	Energy & Mines
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soils & crops agrologist	Agriculture and Food
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special needs adoption	Social Services
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SPMC	Sask. Property Management Corporation
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swine	Agriculture and Food
switching equipment	Sask. Telecommunications Holding Corporation
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The Freedom of Information and Protection of Privacy Act

being

Chapter F-22.01 of the *Statutes of Saskatchewan, 1990-91*,
as amended by the *Statutes of Saskatchewan, 1992*, c.62;
1994, c.27; 1997, c.T-22.2; and 1998, c.P-42.1.

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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CHAPTER F-22.01

An Act respecting a right of access to documents of the Government of Saskatchewan and a right of privacy with respect to personal information held by the Government of Saskatchewan

PART I

Short Title, Interpretation and Application

Short title

1 This Act may be cited as *The Freedom of Information and Protection of Privacy Act*.

Interpretation

2(1) In this Act:

(a) **"applicant"** means a person who makes an application for access to a record pursuant to section 6;

(b) **"commissioner"** means the Information and Privacy Commissioner appointed pursuant to Part VI;

(c) **"fiscal year"** means the period commencing on April 1 in one year and ending on March 31 in the following year;

(d) **"government institution"** means, subject to subsection (2):

(i) the office of Executive Council or any department, secretariat or other similar agency of the executive government of Saskatchewan; or

(ii) any prescribed board, commission, Crown corporation or other body, or any prescribed portion of a board, commission, Crown corporation or other body, whose members or directors are appointed, in whole or in part:

(A) by the Lieutenant Governor in Council;

(B) by a member of the Executive Council; or

(C) in the case of:

(I) a board, commission or other body, by a Crown corporation; or

(II) a Crown corporation, by another Crown corporation;

(e) **"head"** means:

(i) in the case of an agency mentioned in subclause (d)(i), the member of the Executive Council responsible for the administration of the agency; and

(ii) in the case of a board, commission, Crown corporation or body mentioned in subclause (d)(ii), the prescribed person;

(f) **"minister"** means the member of the Executive Council to whom for the time being the administration of this Act is assigned;

(g) **"personal information"** means personal information within the meaning of section 24;

(h) **"prescribed"** means prescribed in the regulations;

(i) **"record"** means a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records;

(j) **"third party"** means a person, including an unincorporated entity, other than an applicant or a government institution.

(2) **"Government institution"** does not include:

(a) a corporation the share capital of which is owned in whole or in part by a person other than the Government of Saskatchewan or an agency of it;

(b) the Legislative Assembly Office or offices of members of the Assembly or members of the Executive Council; or

(c) the Court of Appeal, Her Majesty's Court of Queen's Bench for Saskatchewan or the Provincial Court of Saskatchewan.

1990-91, c.F-22.01, s.2; 1992, c.62, s.25; 1994, c.27, s.25.

Application

3(1) This Act does not apply to:

(a) published material or material that is available for purchase by the public;

(b) material that is a matter of public record; or

(c) material that is placed in the custody of The Saskatchewan Archives Board by or on behalf of persons or organizations other than government institutions.

(2) This Act binds the Crown.

1990-91, c.F-22.01, s.3.

Existing rights preserved

4 This Act:

(a) complements and does not replace existing procedures for access to government information or records;

(b) does not in any way limit access to the type of government information or records that is normally available to the public;

(c) does not limit the information otherwise available by law to a party to litigation;

(d) does not affect the power of any court or tribunal to compel a witness to testify or to compel the production of documents;

(e) does not prohibit the transfer, storage or destruction of any record in accordance with any other Act or any regulation;

(f) does not prevent access to a registry operated by a government institution where access to the registry is normally allowed to the public.

1990-91, c.F-22.01, s.4.

PART II
Access to Records

Right of access

5 Subject to this Act and the regulations, every person has a right to and, on an application made in accordance with this Part, shall be permitted access to records that are in the possession or under the control of a government institution.

1990-91, c.F-22.01, s.5.

Application

6(1) An applicant shall:

(a) make the application in the prescribed form to the government institution in which the record containing the information is kept; and

(b) specify the subject matter of the record requested with sufficient particularity as to time, place and event to enable an individual familiar with the subject matter to identify the record.

(2) Subject to subsection (4) and subsection 11(3), an application is deemed to be made when the application is received by the government institution to which it is directed.

(3) Where the head is unable to identify the record requested, the head shall advise the applicant, and shall invite the applicant to supply additional details that might lead to identification of the record.

(4) Where additional details are invited to be supplied pursuant to subsection (3), the application is deemed to be made when the record is identified.

1990-91, c.F-22.01, s.6.

Response required

7(1) Where an application is made pursuant to this Act for access to a record, the head of the government institution to which the application is made shall:

(a) consider the application and give written notice to the applicant of the head's decision with respect to the application in accordance with subsection (2); or

(b) transfer the application to another government institution in accordance with section 11.

(2) The head shall give written notice to the applicant within 30 days after the application is made:

(a) stating that access to the record or part of it will be given on payment of the prescribed fee and setting out the place where, or manner in which, access will be available;

(b) if the record requested is published, referring the applicant to the publication;

(c) if the record is to be published within 90 days, informing the applicant of that fact and of the approximate date of publication;

(d) stating that access is refused, setting out the reason for the refusal and identifying the specific provision of this Act on which the refusal is based;

(e) stating that access is refused for the reason that the record does not exist; or

(f) stating that confirmation or denial of the existence of the record is refused pursuant to subsection (4).

(3) A notice given pursuant to subsection (2) is to state that the applicant may request a review by the commissioner within one year after the notice is given.

(4) Where an application is made with respect to a record that is exempt from access pursuant to this Act, the head may refuse to confirm or deny that the record exists or ever did exist.

(5) A head who fails to give notice pursuant to subsection (2) is deemed to have given notice, on the last day of the period set out in that subsection, of a decision to refuse to give access to the record.

1990-91, c.F-22.01, s.7.

Severability

8 Where a record contains information to which an applicant is refused access, the head shall give access to as much of the record as can reasonably be severed without disclosing the information to which the applicant is refused access.

1990-91, c.F-22.01, s.8.

Fee

9(1) An applicant who is given notice pursuant to clause 7(2)(a) is entitled to obtain access to the record on payment of the prescribed fee.

(2) Where the amount of fees to be paid by an applicant for access to records is greater than a prescribed amount, the head shall give the applicant a reasonable estimate of the amount, and the applicant shall not be required to pay an amount greater than the estimated amount.

(3) Where an estimate is provided pursuant to subsection (2), the time within which the head is required to give written notice to the applicant pursuant to subsection 7(2) is suspended until the applicant notifies the head that the applicant wishes to proceed with the application.

(4) Where an estimate is provided pursuant to subsection (2), the head may require the applicant to pay a deposit of an amount that does not exceed one-half of the estimated amount before a search is commenced for the records for which access is sought.

(5) Where a prescribed circumstance exists, the head may waive payment of all or any part of the prescribed fee.

1990-91, c.F-22.01, s.9.

Manner of access

10(1) Where an applicant is entitled to access pursuant to subsection 9(1), the head shall provide the applicant with access to the record in accordance with this section.

(2) A head may give access to a record:

(a) by providing the applicant with a copy of the record; or

(b) where it is not reasonable to reproduce the record, by giving the applicant an opportunity to examine the record.

(3) A head may give access to a record that is a microfilm, film, sound recording, machine-readable record or other record of information stored by electronic means:

(a) by permitting the applicant to examine a transcript of the record;

(b) by providing the applicant with a copy of the transcript of the record; or

(c) in the case of a record produced for visual or aural reception, by permitting the applicant to view or hear the record or by providing the applicant with a copy of it.

1990-91, c.F-22.01, s.10.

Transfer of application

11(1) Where the head of the government institution to which an application is made considers that another government institution has a greater interest in the record, the head:

(a) may, within 15 days after the application is made, transfer the application and, if necessary, the record to the other government institution; and

(b) if a record is transferred pursuant to clause (a), shall give written notice of the transfer and the date of the transfer to the applicant.

(2) For the purposes of this section, a government institution has a greater interest in a record if:

(a) the record was originally prepared in or for the government institution; or

(b) the government institution was the first government institution to obtain the record or a copy of the record.

(3) For the purposes of section 7, an application that is transferred pursuant to subsection (1) is deemed to have been made to the government institution on the day of the transfer.

1990-91, c.F-22.01, s.11.

Extension of time

12(1) The head of a government institution may extend the period set out in section 7 or 11 for a reasonable period not exceeding 30 days:

(a) where:

(i) the application is for access to a large number of records or necessitates a search through a large number of records; or

(ii) there is a large number of requests;

and completing the work within the original period would unreasonably interfere with the operations of the government institution;

(b) where consultations that are necessary to comply with the application cannot reasonably be completed within the original period; or

(c) where a third party notice is required to be given pursuant to subsection 34(1).

(2) A head who extends a period pursuant to subsection (l) shall give notice of the extension to the applicant within 30 days after the application is made.

(3) Within the period of extension, the head shall give written notice to the applicant in accordance with section 7.

1990-91, c.F-22.01, s.12.

PART III
Exemptions

Records from other governments

13(1) A head shall refuse to give access to information contained in a record that was obtained in confidence, implicitly or explicitly, from:

(a) the Government of Canada or its agencies, Crown corporations or other institutions;

(b) the government of another province or territory of Canada, or its agencies, Crown corporations or other institutions;

(c) the government of a foreign jurisdiction or its institutions; or

(d) an international organization of states or its institutions;

unless the government or institution from which the information was obtained consents to the disclosure or makes the information public.

(2) A head may refuse to give access to information contained in a record that was obtained in confidence, implicitly or explicitly, from a local authority as defined in the regulations.

1990-91, c.F-22.01, s.13.

Information injurious to intergovernmental relations or national defence

14 A head may refuse to give access to a record, the release of which could reasonably be expected to prejudice, interfere with or adversely affect:

(a) relations between the Government of Saskatchewan and another government; or

(b) the defence or security of Canada or of any foreign state allied or associated with Canada.

1990-91, c.F-22.01, s.14.

Law enforcement and investigations

15(1) A head may refuse to give access to a record, the release of which could:

(a) prejudice, interfere with or adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;

(b) be injurious to the enforcement of:

(i) an Act or a regulation; or

(ii) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;

(c) interfere with a lawful investigation or disclose information with respect to a lawful investigation;

(d) be injurious to the Government of Saskatchewan or a government institution in the conduct of existing or anticipated legal proceedings;

(e) reveal investigative techniques or procedures currently in use or likely to be used;

(f) disclose the identity of a confidential source of information or disclose information furnished by that source with respect to a lawful investigation or a law enforcement matter;

(g) deprive a person of a fair trial or impartial adjudication;

(h) facilitate the escape from custody of an individual who is under lawful detention;

(i) reveal law enforcement intelligence information;

(j) facilitate the commission of an offence or tend to impede the detection of an offence;

(k) interfere with a law enforcement matter or disclose information respecting a law enforcement matter;

(l) reveal technical information relating to weapons or potential weapons; or

(m) reveal the security arrangements of particular vehicles, buildings or other structures or systems, including computer or communication systems, or methods employed to protect those vehicles, buildings, structures or systems.

(2) Subsection (1) does not apply to a record that:

(a) provides a general outline of the structure or programs of a law enforcement agency; or

(b) reports, by means of statistical analysis or otherwise, on the degree of success achieved in a law enforcement program.

1990-91, c.F-22.01, s.15.

Cabinet documents

16(1) A head shall refuse to give access to a record that discloses a confidence of the Executive Council, including:

(a) records created to present advice, proposals, recommendations, analyses or policy options to the Executive Council or any of its committees;

(b) agendas or minutes of the Executive Council or any of its committees, or records that record deliberations or decisions of the Executive Council or any of its committees;

(c) records of consultations among members of the Executive Council on matters that relate to the making of government decisions or the formulation of government policy, or records that reflect those consultations;

(d) records that contain briefings to members of the Executive Council in relation to matters that:

(i) are before, or are proposed to be brought before, the Executive Council or any of its committees; or

(ii) are the subject of consultations described in clause (c).

(2) Subject to section 30, a head shall not refuse to give access pursuant to subsection (1) to a record where:

(a) the record has been in existence for more than 25 years; or

(b) consent to access is given by:

(i) the President of the Executive Council for which, or with respect to which, the record has been prepared; or

(ii) in the absence or inability to act of the President, by the next senior member of the Executive Council who is present and able to act.

1990-91, c.F-22.01, s.16.

Advice from officials

17(1) Subject to subsection (2), a head may refuse to give access to a record that could reasonably be expected to disclose:

(a) advice, proposals, recommendations, analyses or policy options developed by or for a government institution or a member of the Executive Council;

(b) consultations or deliberations involving:

(i) officers or employees of a government institution;

(ii) a member of the Executive Council; or

(iii) the staff of a member of the Executive Council;

(c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Saskatchewan or a government institution, or considerations that relate to those negotiations;

(d) plans that relate to the management of personnel or the administration of a government institution and that have not yet been implemented;

(e) contents of draft legislation or subordinate legislation;

(f) agendas or minutes of:

(i) a board, commission, Crown corporation or other body that is a government institution; or

(ii) a prescribed committee of a government institution mentioned in subclause (i); or

(g) information, including the proposed plans, policies or projects of a government institution, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision.

(2) This section does not apply to a record that:

(a) has been in existence for more than 25 years;

(b) is an official record that contains a statement of the reasons for a decision that is made in the exercise of a discretionary power or an adjudicative function;

(c) is the result of product or environmental testing carried out by or for a government institution, unless the testing was conducted:

(i) as a service to a person, a group of persons or an organization other than a government institution, and for a fee; or

(ii) as preliminary or experimental tests for the purpose of:

(A) developing methods of testing; or

(B) testing products for possible purchase;

(d) is a statistical survey;

(e) is the result of background research of a scientific or technical nature undertaken in connection with the formulation of a policy proposal; or

(f) is:

(i) an instruction or guide-line issued to the officers or employees of a government institution; or

(ii) a substantive rule or statement of policy that has been adopted by a government institution for the purpose of interpreting an Act or regulation or administering a program or activity of a government institution.

(3) A head may refuse to give access to any report, statement, memorandum, recommendation, document, information, data or record, within the meaning of section 35.1 of *The Saskatchewan Evidence Act*, that, pursuant to that section, is not admissable as evidence in any legal proceeding.

1990-91, c.F-22.01, s.17.

Economic and other interests

18(1) A head may refuse to give access to a record that could reasonably be expected to disclose:

(a) trade secrets;

(b) financial, commercial, scientific, technical or other information:

(i) in which the Government of Saskatchewan or a government institution has a proprietary interest or a right of use; and

(ii) that has monetary value or is reasonably likely to have monetary value;

(c) scientific or technical information obtained through research by an employee of a government institution, the disclosure of which could reasonably be expected to deprive the employee of priority of publication;

(d) information, the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of the Government of Saskatchewan or a government institution;

(e) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Saskatchewan or a government institution, or considerations that relate to those negotiations;

(f) information, the disclosure of which could reasonably be expected to prejudice the economic interest of the Government of Saskatchewan or a government institution;

(g) information, the disclosure of which could reasonably be expected to be injurious to the ability of the Government of Saskatchewan to manage the economy of Saskatchewan; or

(h) information, the disclosure of which could reasonably be expected to result in an undue benefit or loss to a person.

(2) A head shall not refuse, pursuant to subsection (1), to give access to a record that contains the results of product or environmental testing carried out by or for a government institution, unless the testing was conducted:

(a) as a service to a person, a group of persons or an organization other than a government institution, and for a fee; or

(b) as preliminary or experimental tests for the purpose of:

(i) developing methods of testing; or

(ii) testing products for possible purchase.

1990-91, c.F-22.01, s.18.

Third party information

19(1) Subject to Part V and this section, a head shall refuse to give access to a record that contains:

(a) trade secrets of a third party;

(b) financial, commercial, scientific, technical or labour relations information that is supplied in confidence, implicitly or explicitly, to a government institution by a third party;

(c) information, the disclosure of which could reasonably be expected to:

(i) result in financial loss or gain to;

(ii) prejudice the competitive position of; or

(iii) interfere with the contractual or other negotiations of;

a third party;

(d) a statement of a financial account relating to a third party with respect to the provision of routine services from a government institution;

(e) a statement of financial assistance provided to a third party by a prescribed Crown corporation that is a government institution; or

(f) information supplied by a third party to support an application for financial assistance mentioned in clause (e).

(2) A head may give access to a record that contains information described in subsection (1) with the written consent of the third party to whom the information relates.

(3) Subject to Part V, a head may give access to a record that contains information described in subsection (1) if:

(a) disclosure of that information could reasonably be expected to be in the public interest as it relates to public health, public safety or protection of the environment; and

(b) the public interest in disclosure could reasonably be expected to clearly outweigh in importance any:

(i) financial loss or gain to;

(ii) prejudice to the competitive position of; or

(iii) interference with contractual or other negotiations of;

a third party.

1990-91, c.F-22.01, s.19.

Testing procedures, tests and audits

20 A head may refuse to give access to a record that contains information relating to:

(a) testing or auditing procedures or techniques; or

(b) details of specific tests to be given or audits to be conducted;

if disclosure could reasonably be expected to prejudice the use or results of particular tests or audits.

1990-91, c.F-22.01, s.20.

Danger to health or safety

21 A head may refuse to give access to a record if the disclosure could threaten the safety or the physical or mental health of an individual.

1990-91, c.F-22.01, s.21.

Solicitor-client privilege

22 A head may refuse to give access to a record that:

(a) contains information that is subject to solicitor-client privilege;

(b) was prepared by or for an agent of the Attorney General for Saskatchewan or legal counsel for a government institution in relation to a matter involving the provision of advice or other services by the agent or legal counsel; or

(c) contains correspondence between an agent of the Attorney General for Saskatchewan or legal counsel for a government institution and any other person in relation to a matter involving the provision of advice or other services by the agent or legal counsel.

1990-91, c.F-22.01, s.22.

Confidentiality provisions in other enactments

23(1) Where a provision of:

(a) any other Act; or

(b) a regulation made pursuant to any other Act;

that restricts or prohibits access by any person to a record or information in the possession or under the control of a government institution conflicts with this Act or the regulations made pursuant to it, the provisions of this Act and the regulations made pursuant to it shall prevail.

(2) Subject to subsection (3), subsection (1) applies notwithstanding any provision in the other Act or regulation that states that the provision is to apply notwithstanding any other Act or law.

(3) Subsection (1) does not apply to:

(a) *The Adoption Act*;

(b) section 13 of *The Archives Act*;

(c) section 74 of *The Child and Family Services Act*;

(d) section 7 of *The Criminal Injuries Compensation Act*;

(e) section 12 of *The Enforcement of Maintenance Orders Act*;

(f) section 38 of *The Mental Health Services Act*;

(g) section 13 of *The Proceedings against the Crown Act*;

(h) sections 15 and 84 of *The Securities Act, 1988*;

(h.1) section 61 of *The Trust and Loan Corporations Act, 1997*;

(i) section 94 of *The Vehicle Administration Act*;

(j) subsection 10(6) of *The Vital Statistics Act*;

(k) sections 171 to 171.2 of *The Workers' Compensation Act, 1979*;

(l) any prescribed Act or prescribed provisions of an Act; or

(m) any prescribed regulation or prescribed provisions of a regulation;

and the provisions mentioned in clauses (a) to (m) shall prevail.

1990-91, c.F-22.01, s.23; 1997, c.T-22.2, s.90.

PART IV
Protection of Privacy

Interpretation

24(1) Subject to subsection (2), **"personal information"** means personal information about an identifiable individual that is recorded in any form, and includes:

(a) information that relates to the race, creed, religion, colour, sex, family status or marital status, disability, age, nationality, ancestry or place of origin of the individual;

(b) information that relates to the education or the criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;

(c) information that relates to health care that has been received by the individual or to the health history of the individual;

(d) any identifying number, symbol or other particular assigned to the individual;

(e) the home or business address, home or business telephone number, fingerprints or blood type of the individual;

(f) the personal opinions or views of the individual except where they are about another individual;

(g) correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to the correspondence that would reveal the content of the original correspondence, except where the correspondence contains the views or opinions of the individual with respect to another individual;

(h) the views or opinions of another individual with respect to the individual;

(i) information that was obtained on a tax return or gathered for the purpose of collecting a tax;

(j) information that describes an individual's finances, assets, liabilities, net worth, bank balance, financial history or activities or credit worthiness; or

(k) the name of the individual where:

(i) it appears with other personal information that relates to the individual; or

(ii) the disclosure of the name itself would reveal personal information about the individual.

(2) **"Personal information"** does not include information that discloses:

(a) the classification, salary, discretionary benefits or employment responsibilities of an individual who is or was an officer or employee of a government institution or a member of the staff of a member of the Executive Council;

(b) the salary or benefits of a legislative secretary or a member of the Executive Council;

(c) the personal opinions or views of an individual employed by a government institution given in the course of employment, other than personal opinions or views with respect to another individual;

(d) financial or other details of a contract for personal services;

(e) details of a licence, permit or other similar discretionary benefit granted to an individual by a government institution;

(f) details of a discretionary benefit of a financial nature granted to an individual by a government institution;

(g) expenses incurred by an individual travelling at the expense of a government institution.

(3) Notwithstanding clauses (2)(e) and (f), **"personal information"** includes information that:

(a) is supplied by an individual to support an application for a discretionary benefit; and

(b) is personal information within the meaning of subsection (1).

1990-91, c.F-22.01, s.24.

Purpose of information

25 No government institution shall collect personal information unless the information is collected for a purpose that relates to an existing or proposed program or activity of the government institution.

1990-91, c.F-22.01, s.25.

Manner of collection

26(1) A government institution shall, where reasonably practicable, collect personal information directly from the individual to whom it relates, except where:

(a) the individual authorizes collection by other methods;

(b) the information is information that may be disclosed to the government institution pursuant to subsection 29(2);

(c) the information:

(i) is collected in the course of, or pertains to, law enforcement activities, including the detection, investigation, prevention or prosecution of an offence and the enforcement of:

(A) an Act or a regulation; or

(B) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada; or

(ii) pertains to:

(A) the history, release or supervision of persons in custody, on parole or on probation; or

(B) the security of correctional institutions;

(d) the information is collected for the purpose of commencing or conducting a proceeding or possible proceeding before a court or tribunal;

(e) the information is collected, and is necessary, for the purpose of:

(i) determining the eligibility of an individual to:

(A) participate in a program of; or

(B) receive a product or service from;

the Government of Saskatchewan or a government institution, in the course of processing an application made by or on behalf of the individual to whom the information relates; or

(ii) verifying the eligibility of an individual who is participating in a program of or receiving a product or service from the Government of Saskatchewan or a government institution;

(f) the information is collected for the purpose of:

(i) management;

(ii) audit; or

(iii) administration of personnel;

of the Government of Saskatchewan or one or more government institutions;

(g) the commissioner has, pursuant to clause 33(c), authorized collection of the information in a manner other than directly from the individual to whom it relates; or

(h) another manner of collection is authorized pursuant to another Act or a regulation.

(2) A government institution that collects personal information that is required by subsection (1) to be collected directly from an individual shall inform the individual of the purpose for which the information is collected unless the information is exempted by the regulations from the application of this subsection.

(3) Subsections (1) and (2) do not apply where compliance with them might result in the collection of inaccurate information or defeat the purpose or prejudice the use for which the information is collected.

1990-91, c.F-22.01, s.26.

Standard of accuracy

27 A government institution shall ensure that personal information being used by the government institution for an administrative purpose is as accurate and complete as is reasonably possible.

1990-91, c.F-22.01, s.27.

Use of personal information

28 No government institution shall use personal information under its control without the consent, given in the prescribed manner, of the individual to whom the information relates, except:

(a) for the purpose for which the information was obtained or compiled, or for a use that is consistent with that purpose; or

(b) for a purpose for which the information may be disclosed to the government institution pursuant to subsection 29(2).

1990-91, c.F-22.01, s.28.

Disclosure of personal information

29(1) No government institution shall disclose personal information in its possession or under its control without the consent, given in the prescribed manner, of the individual to whom the information relates except in accordance with this section or section 30.

(2) Subject to any other Act or regulation, personal information in the possession or under the control of a government institution may be disclosed:

(a) for the purpose for which the information was obtained or compiled by the government institution or for a use that is consistent with that purpose;

(b) for the purpose of complying with:

(i) a subpoena or warrant issued or order made by a court, person or body that has the authority to compel the production of information; or

(ii) rules of court that relate to the production of information;

(c) to the Attorney General for Saskatchewan or to his or her agent or legal counsel for use in providing legal services;

(d) to legal counsel for a government institution for use in providing legal services to the government institution;

(e) for the purpose of enforcing any legal right that the Government of Saskatchewan or a government institution has against any individual;

(f) for the purpose of locating an individual in order to:

(i) collect a debt owing to Her Majesty in right of Saskatchewan or to a government institution by that individual; or

(ii) make a payment owing to that individual by Her Majesty in right of Saskatchewan or by a government institution;

(g) to a prescribed law enforcement agency or a prescribed investigative body:

(i) on the request of the law enforcement agency or investigative body;

(ii) for the purpose of enforcing a law of Canada or a province or territory or carrying out a lawful investigation; and

(iii) if any prescribed requirements are met;

(h) pursuant to an agreement or arrangement between the Government of Saskatchewan or a government institution and:

(i) the Government of Canada or its agencies, Crown corporations or other institutions;

(ii) the government of another province or territory of Canada, or its agencies, Crown corporations or other institutions;

(iii) the government of a foreign jurisdiction or its institutions;

(iv) an international organization of states or its institutions; or

(v) a local authority as defined in the regulations;

for the purpose of administering or enforcing any law or carrying out a lawful investigation;

(i) for the purpose of complying with:

  (i) an Act or a regulation;

  (ii) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada; or

  (iii) a treaty, agreement or arrangement made pursuant to an Act or an Act of the Parliament of Canada;

(j) where disclosure is by a law enforcement agency:

  (i) to a law enforcement agency in Canada; or

  (ii) to a law enforcement agency in a foreign country;

pursuant to an arrangement, a written agreement or treaty or to legislative authority;

(k) to any person or body for research or statistical purposes if the head:

  (i) is satisfied that the purpose for which the information is to be disclosed is not contrary to the public interest and cannot reasonably be accomplished unless the information is provided in a form that would identify the individual to whom it relates; and

  (ii) obtains from the person or body a written agreement not to make a subsequent disclosure of the information in a form that could reasonably be expected to identify the individual to whom it relates;

(l) for the purpose of:

  (i) management;

  (ii) audit; or

  (iii) administration of personnel;

of the Government of Saskatchewan or one or more government institutions;

(m) where necessary to protect the mental or physical health or safety of any individual;

(n) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased;

(o) for any purpose where, in the opinion of the head:

  (i) the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure; or

  (ii) disclosure would clearly benefit the individual to whom the information relates;

(p) where the information is publicly available;

(q) to the office of the Provincial Auditor, or to any other prescribed person or body, for audit purposes;

(r) to the Ombudsman;

(s) to the commissioner;

(t) for any purpose in accordance with any Act or regulation that authorizes disclosure; or

(u) as prescribed in the regulations.

(3) A government institution that is a telephone utility may disclose names, addresses and telephone numbers in accordance with customary practices.

(4) Subject to any other Act or regulation, the Provincial Archivist may release personal information that is in the possession or under the control of The Saskatchewan Archives Board where, in the opinion of the Provincial Archivist, the release would not constitute an unreasonable invasion of privacy.

1990-91, c.F-22.01, s.29.

Personal information of deceased individual

30(1) Subject to subsection (2) and to any other Act, the personal information of a deceased individual shall not be disclosed until 25 years after the death of the individual.

(2) Where, in the opinion of the head, disclosure of the personal information of a deceased individual to the individual's next of kin would not constitute an unreasonable invasion of privacy, the head may disclose that personal information before 25 years have elapsed after the individual's death.

1990-91, c.F-22.01, s.30.

Individual's access to personal information

31(1) Subject to Part III and subsection (2), an individual whose personal information is contained in a record in the possession or under the control of a government institution has a right to, and:

(a) on an application made in accordance with Part II; and

(b) on giving sufficient proof of his or her identity;

shall be given access to the record.

(2) A head may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility or qualifications for employment or for the awarding of government contracts and other benefits, where the information is provided explicitly or implicitly in confidence.

1990-91, c.F-22.01, s.31.

Right of correction

32(1) An individual who is given access to a record that contains personal information with respect to himself or herself is entitled:

(a) to request correction of the personal information contained in the record if the person believes that there is an error or omission in it; or

(b) to require that a notation be made that a correction was requested but not made.

(2) Within 30 days after a request pursuant to clause (1)(a) is received, the head shall advise the individual in writing that:

(a) the correction has been made; or

(b) a notation pursuant to clause (1)(b) has been made.

(3) Section 12 applies, with any necessary modification, to the extension of the period set out in subsection (2).

1990-91, c.F-22.01, s.32.

Privacy powers of commissioner

33 The commissioner may:

(a) offer comment on the implications for privacy protection of proposed legislative schemes or government programs;

(b) after hearing the head, recommend that a government institution:

(i) cease or modify a specified practice of collecting, using or disclosing information that contravenes this Act; and

(ii) destroy collections of personal information that is collected in contravention of this Act;

(c) in appropriate circumstances, authorize the collection of personal information in a manner other than directly from the individual to whom it relates;

(d) from time to time, carry out investigations with respect to personal information in the possession or under the control of government institutions to ensure compliance with this Part.

1990-91, c.F-22.01, s.33.

PART V
Third Party Intervention

Notice to third party

34(1) Where a head intends to give access to a record that the head has reason to believe may contain:

(a) information described in subsection 19(1) that affects the interest of a third party; or

(b) personal information that may be disclosed pursuant to clause 29(2)(o) and that relates to a third party;

and, in the opinion of the head, the third party can reasonably be located, the head shall give written notice to the third party in accordance with subsection (2).

(2) The notice mentioned in subsection (1):

(a) is to include:

(i) a statement that:

(A) an application for access to a record described in subsection (1) has been made; and

(B) the head intends to give access to the record or to part of it;

(ii) a description of the record that the head has reason to believe may contain:

(A) information described in subsection 19(1) that affects the interest of the third party; or

(B) personal information that may be disclosed pursuant to clause 29(2)(o) and that relates to the third party; and

(iii) a statement that the third party may, within 20 days after the notice is given, make representations to the head as to why access to the record or part of the record should not be given; and

(b) subject to subsection (3), is to be given within 30 days after the application is made.

(3) Section 12 applies, with any necessary modification, to the extension of the period set out in clause (2)(b).

(4) Where, in the opinion of the head, it is not reasonable to provide a notice to a third party pursuant to subsection (1), the head may dispense with the giving of notice.

1990-91, c.F-22.01, s.34.

Waiver of notice

35(1) A third party to whom a notice is required to be given pursuant to subsection 34(1) may waive the requirement for notice.

(2) A third party who consents to the giving of access to a record containing information described in subsection 34(1) is deemed to have waived the requirement for notice.

1990-91, c.F-22.01, s.35.

Right to make representations

36(1) A third party who is given notice pursuant to subsection 34(1):

(a) is entitled to make representations to the head as to why access to the record or part of the record should not be given; and

(b) within 20 days after the notice is given, shall be given the opportunity to make those representations.

(2) Representations made by a third party pursuant to clause (1)(b) shall be made in writing unless the head waives that requirement, in which case they may be made orally.

1990-91, c.F-22.01, s.36.

Decision

37(1) After a third party has been given an opportunity to make representations pursuant to clause 36(1)(b), the head shall, within 30 days after the notice is given:

(a) decide whether or not to give access to the record or part of the record; and

(b) give written notice of the decision to the third party and the applicant.

(2) A notice given pursuant to clause (1)(b) is to include:

(a) a statement that the third party and applicant are entitled to request a review pursuant to section 49 within 20 days after the notice is given; and

(b) in the case of a decision to give access, a statement that the applicant will be given access to the record or to the part of it specified unless, within 20 days after the notice is given, the third party requests a review pursuant to section 49.

(3) Where, pursuant to clause (1)(a), the head decides to give access to the record or a specified part of it, the head shall give the applicant access to the record or the specified part unless, within 20 days after a notice is given pursuant to clause (1)(b), a third party requests a review pursuant to section 49.

(4) A head who fails to give notice pursuant to clause (1)(b) is deemed to have given notice, on the last day of the period set out in subsection (1), of a decision to refuse to give access to the record.

1990-91, c.F-22.01, s.37.

PART VI
Information and Privacy Commissioner

Commissioner

38(1) The Lieutenant Governor in Council, on the recommendation of the Assembly, shall appoint an Information and Privacy Commissioner.

(2) The commissioner is an officer of the Legislature.

(3) Subject to sections 39 and 40, the commissioner holds office for a term of five years from the day of appointment and may be re-appointed for one additional term of five years.

(4) The commissioner may at any time resign the office by giving written notice:

(a) to the Speaker of the Assembly; or

(b) if there is no Speaker or if the Speaker is absent from Saskatchewan, to the President of the Executive Council.

1990-91, c.F-22.01, s.38.

Removal and suspension

39(1) On a resolution of the Assembly, the Lieutenant Governor in Council shall:

(a) remove the commissioner from office; or

(b) suspend the commissioner;

in accordance with the resolution.

(2) Where the commissioner is suspended pursuant to subsection (1) the Lieutenant Governor in Council, on the recommendation of the Assembly, shall appoint an acting commissioner to hold office until:

(a) the suspension is revoked by the Assembly; or

(b) the commissioner is removed from office by the Assembly pursuant to subsection (1) and a person is appointed as commissioner pursuant to section 38.

1990-91, c.F-22.01, s.39.

Suspension when Legislature not in session

40(1) Where the Legislature is not in session, the Lieutenant Governor in Council may suspend the commissioner for:

(a) incapacity to act;

(b) neglect of duty; or

(c) misconduct;

that is proved to the satisfaction of the Lieutenant Governor in Council.

(2) No suspension imposed pursuant to subsection (1) continues past the end of the next session of the Legislature.

(3) Where the office of the commissioner is vacant or the commissioner is suspended pursuant to subsection (1), the Lieutenant Governor in Council shall appoint an acting commissioner to hold office until:

(a) a person is appointed as commissioner pursuant to section 38;

(b) the suspension is revoked by the Assembly; or

(c) the commissioner is removed from office by the Assembly pursuant to subsection 39(1) and a person is appointed as commissioner pursuant to section 38.

1990-91, c.F-22.01, s.40.

Salary

41 The commissioner is entitled to be paid:

(a) a salary to be fixed by the Lieutenant Governor in Council; and

(b) an allowance for travelling and other expenses incurred in the performance of the duties of the commissioner at a rate approved by the Lieutenant Governor in Council.

1990-91, c.F-22.01, s.41.

Application of certain Acts to commissioner

42(1) *The Public Service Act, 1998* does not apply to the commissioner.

(2) *The Public Service Superannuation Act* and *The Superannuation (Supplementary Provisions) Act* apply to the commissioner.

1998, c.P-42.1, s.42.

Staff

43(1) The staff of the commissioner consists of the persons that are required for the proper administration of this Act.

(2) *The Public Service Act* and *The Public Service Superannuation Act* apply to the members of the staff of the commissioner.

1990-91, c.F-22.01, s.43.

Oath or affirmation

44(1) Before entering on the duties of office, the commissioner shall take and subscribe the prescribed oath or affirmation before the Speaker of the Assembly or the Clerk of the Assembly.

(2) Before entering on the duties of office, every member of the staff of the commissioner shall take and subscribe the prescribed oath or affirmation before the commissioner.

1990-91, c.F-22.01, s.44.

General powers of commissioner

45 The commissioner may:

(a) engage in or commission research into matters affecting the carrying out of the purposes of this Act;

(b) conduct public education programs and provide information concerning this Act and the commissioner's role and activities;

(c) receive representations concerning the operation of this Act.

1990-91, c.F-22.01, s.45.

Confidentiality

46(1) The commissioner shall not disclose any information that comes to the knowledge of the commissioner in the exercise of the powers, performance of the duties or carrying out of the functions of the commissioner pursuant to this Act.

(2) Subsection (1) applies, with any necessary modification, to the staff of the commissioner.

(3) Notwithstanding subsection (1), the commissioner may disclose:

(a) in the course of a review pursuant to section 49, any matter that the commissioner considers necessary to disclose to facilitate the review; and

(b) in a report prepared pursuant to this Act, any matter that the commissioner considers necessary to disclose to establish grounds for the findings and recommendations in the report.

(4) When making a disclosure pursuant to subsection (3), the commissioner shall take every reasonable precaution to avoid disclosure, and shall not disclose:

(a) any information or other material if the nature of the information or material could justify a refusal by a head to give access to a record or part of a record; or

(b) any information as to whether a record exists if the head, in refusing to give access, does not indicate whether the record exists.

(5) Notwithstanding subsection (1), the commissioner may disclose to the Attorney General for Saskatchewan or the Attorney General of Canada information that relates to the commission of an offence against:

(a) an Act or a regulation; or

(b) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;

by an officer or employee of a government institution if, in the opinion of the commissioner, there is evidence of the commission of the offence.

1990-91, c.F-22.01, s.46.

Non-compellability

47(1) The commissioner is not compellable to give evidence in a court or in a proceeding of a judicial nature concerning any information that comes to the knowledge of the commissioner in the exercise of the powers, performance of the duties or carrying out of the functions of the commissioner pursuant to this Act.

(2) Subsection (1) applies, with any necessary modification, to the staff of the commissioner.

1990-91, c.F-22.01, s.47.

PART VII
Review and Appeal

Interpretation of Part

48 In this Part, **"court"** means Her Majesty's Court of Queen's Bench for Saskatchewan.

1990-91, c.F-22.01, s.48.

Application for review

49(1) Where:

(a) an applicant is not satisfied with the decision of a head pursuant to section 7, 12 or 37;

(b) a head fails to respond to an application for access to a record within the required time; or

(c) an applicant requests a correction of personal information pursuant to clause 32(1)(a) and the correction is not made;

the applicant may apply in the prescribed form and manner to the commissioner for a review of the matter.

(2) An applicant may make an application pursuant to subsection (1) within one year after being given written notice of the decision of the head or of the expiration of the time mentioned in clause (1)(b).

(3) A third party may apply in the prescribed form and manner to the commissioner for a review of a decision pursuant to section 37 to give access to a record that affects the interest of the third party.

(4) A third party may make an application pursuant to subsection (3) within 20 days after being given notice of the decision.

1990-91, c.F-22.01, s.49.

Review or refusal to review

50(1) Where the commissioner is satisfied that there are reasonable grounds to review any matter set out in an application pursuant to section 49, the commissioner shall review the matter.

(2) The commissioner may refuse to conduct a review or may discontinue a review if, in the opinion of the commissioner, the application for review:

(a) is frivolous or vexatious;

(b) is not made in good faith; or

(c) concerns a trivial matter.

1990-91, c.F-22.01, s.50.

Notice of intention to review

51 Not less than 30 days before commencing a review, the commissioner shall inform the head of:

(a) the commissioner's intention to conduct the review; and

(b) the substance of the application for review.

1990-91, c.F-22.01, s.51.

Notice of application for review

52(1) A head who has refused an application for access to a record or part of a record shall, immediately on receipt of a notice of review pursuant to section 49 by an applicant, give written notice of the review to any third party that the head:

(a) has notified pursuant to subsection 34(1); or

(b) would have notified pursuant to subsection 34(1) if the head had intended to give access to the record or part of the record.

(2) A head shall, immediately on receipt of a notice of review pursuant to section 49 by a third party, give written notice of the review to the applicant.

1990-91, c.F-22.01, s.52.

Conduct of review

53(1) The commissioner shall conduct every review in private.

(2) The:

(a) person who applies for a review;

(b) third party or applicant who is entitled to notice pursuant to section 52; and

(c) head whose decision is the subject of a review;

are entitled to make representations to the commissioner in the course of the review.

(3) No one is entitled as of right:

(a) to be present during a review; or

(b) before or after a review:

(i) to have access to; or

(ii) to comment on;

representations made to the commissioner by any other person.

1990-91, c.F-22.01, s.53.

Powers of commissioner

54(1) Notwithstanding any other Act or any privilege that is available at law, the commissioner may, in a review:

(a) require to be produced and examine any record that is in the possession or under the control of a government institution; and

(b) enter and inspect any premises occupied by a government institution.

(2) For the purposes of conducting a review, the commissioner may summon and enforce the appearance of persons before the commissioner and compel them:

(a) to give oral or written evidence on oath or affirmation; and

(b) to produce any documents or things;

that the commissioner considers necessary for a full review, in the same manner and to the same extent as the court.

(3) For the purposes of subsection (2), the commissioner may administer an oath or affirmation.

1990-91, c.F-22.01, s.54.

Commissioner to report

55(1) On completing a review, the commissioner shall:

(a) prepare a written report setting out the commissioner's recommendations with respect to the matter and the reasons for those recommendations; and

(b) forward a copy of the report to the head and:

(i) where the matter was referred to the commissioner by an applicant, to the applicant and to any third party notified by the head pursuant to section 52; and

(ii) where the matter was referred to the commissioner by a third party, to the third party and to the applicant.

(2) In the report, the commissioner may make any recommendations with respect to the matter under review that the commissioner considers appropriate.

1990-91, c.F-22.01, s.55.

Decision of head

56 Within 30 days after receiving a report of the commissioner pursuant to subsection 55(1), a head shall:

(a) make a decision to follow the recommendation of the commissioner or any other decision that the head considers appropriate; and

(b) give written notice of the decision to the commissioner and the persons mentioned in clause 55(1)(b).

1990-91, c.F-22.01, s.56.

Appeal to court

57(1) Within 30 days after receiving a decision of the head pursuant to section 56 that access is granted or refused, an applicant or a third party may appeal that decision to the court.

(2) A head who has refused an application for access to a record or part of a record shall, immediately on receipt of a notice of appeal by an applicant, give written notice of the appeal to any third party that the head:

(a) has notified pursuant to subsection 34(1); or

(b) would have notified pursuant to subsection 34(1) if the head had intended to give access to the record or part of the record.

(3) A head who has granted an application for access to a record or part of a record shall, immediately on receipt of a notice of appeal by a third party, give written notice of the appeal to the applicant.

(4) A third party who has been given notice of an appeal pursuant to subsection (2) or an applicant who has been given notice of an appeal pursuant to subsection (3) may appear as a party to the appeal.

(5) The commissioner shall not be a party to an appeal.

1990-91, c.F-22.01, s.57.

Powers of court on appeal

58(1) On an appeal, the court:

(a) shall determine the matter *de novo*; and

(b) may examine any record *in camera* in order to determine on the merits whether the information in the record may be withheld pursuant to this Act.

(2) Notwithstanding any other Act or any privilege that is available at law, the court may, on an appeal, examine any record in the possession or under the control of a government institution, and no information shall be withheld from the court on any grounds.

(3) The court shall take every reasonable precaution, including, where appropriate, receiving representations *ex parte* and conducting hearings *in camera*, to avoid disclosure by the court or any person of:

(a) any information or other material if the nature of the information or material could justify a refusal by a head to give access to a record or part of a record; or

(b) any information as to whether a record exists if the head, in refusing to give access, does not indicate whether the record exists.

(4) The court may disclose to the Attorney General for Saskatchewan or the Attorney General of Canada information that relates to the commission of an offence against:

(a) an Act or a regulation; or

(b) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;

by an officer or employee of a government institution if, in the opinion of the court, there is evidence of the commission of the offence.

(5) Where a head has refused to give access to a record or part of it, the court, if it determines that the head is not authorized to refuse to give access to the record or part of it, shall:

(a) order the head to give the applicant access to the record or part of it, subject to any conditions that the court considers appropriate; or

(b) make any other order that the court considers appropriate.

(6) Where the court finds that a record falls within an exemption, the court shall not order the head to give the applicant access to the record, regardless of whether the exemption requires or merely authorizes the head to refuse to give access to the record.

1990-91, c.F-22.01, s.58.

PART VIII
General

Exercise of rights by other persons

59 Any right or power conferred on an individual by this Act may be exercised:

(a) where the individual is deceased, by the individual's personal representative if the exercise of the right or power relates to the administration of the individual's estate;

(b) where a personal guardian or property guardian has been appointed for the individual, by the guardian if the exercise of the right or power relates to the powers and duties of the guardian;

(c) where a power of attorney has been granted, by the attorney if the exercise of the right or power relates to the powers and duties of the attorney conferred by the power of attorney;

(d) where the individual is less than 18 years of age, by the individual's legal custodian in situations where, in the opinion of the head, the exercise of the right or power would not constitute an unreasonable invasion of the privacy of the individual; or

(e) by any person with written authorization from the individual to act on the individual's behalf.

1990-91, c.F-22.01, s.59.

Delegation

60(1) A head may delegate to one or more officers of the government institution a power granted to the head or a duty vested in the head.

(2) A delegation pursuant to subsection (1):

(a) is to be in writing; and

(b) may contain any limitations, restrictions, conditions or requirements that the head considers necessary.

1990-91, c.F-22.01, s.60.

Burden of proof

61 In any proceeding pursuant to this Act, the burden of establishing that access to the record applied for may or must be refused or granted is on the head concerned.

1990-91, c.F-22.01, s.61.

Annual report

62(1) Within three months after the end of each fiscal year, the commissioner shall prepare and submit an annual report to the Speaker of the Assembly, and the Speaker shall cause the report to be laid before the Assembly in accordance with *The Tabling of Documents Act*.

(2) The annual report of the commissioner is to provide details of the activities of the office in relation to the commissioner's responsibilities pursuant to this Act during that fiscal year and, in particular, concerning any instances where the commissioner's recommendations made after a review have not been complied with.

1990-91, c.F-22.01, s.62.

Minister's report

63(1) The minister shall prepare and submit an annual report to the Speaker of the Assembly on the administration of this Act and the regulations within each government institution during the year, and the Speaker shall cause the report to be laid before the Assembly in accordance with *The Tabling of Documents Act*.

(2) The annual report of the minister is to provide details of:

(a) the number of applications received by each government institution during the year;

(b) the number of times during the year that the head of each government institution refused an application for access to a record, and the specific provisions of this Act or the regulations on which the refusals were based; and

(c) the fees charged and collected by each government institution for access to records during the year.

(3) The minister may require government institutions to produce the information or records that, in the opinion of the minister, are necessary to enable the minister to fulfil the requirements of this section.

1990-91, c.F-22.01, s.63.

Directory

64(1) The minister shall cause to be produced, and updated as reasonably required, a directory containing:

(a) a list of all government institutions;

(b) a general description of the categories of records in the possession or under the control of each government institution; and

(c) the title and address of the appropriate officer for each government institution to whom applications for access to records should be sent.

(2) The minister shall cause a copy of the directory to be made available to any government offices, public libraries and municipal offices that the minister considers appropriate.

1990-91, c.F-22.01, s.64.

Access to manuals

65(1) Within two years after this section comes into force, every head shall provide facilities at:

(a) the headquarters of the government institution; and

(b) any offices of the government institution that, in the opinion of the head, are reasonably practicable;

where the public may inspect any manual, handbook or other guide-line used in decision-making processes that affect the public by employees of the government institution in administering or carrying out programs or activities of the government institution.

(2) Any information in a record that a head would be authorized to refuse to give access to pursuant to this Act may be excluded from manuals, handbooks or guidelines that may be inspected pursuant to subsection (1).

1990-91, c.F-22.01, s.65.

Proceedings prohibited

66(1) No proceeding lies or shall be instituted against the Government of Saskatchewan, a government institution, a head or other officer or employee of a government institution for:

(a) the giving or withholding in good faith of access to any record pursuant to this Act;

(b) any consequences that flow from the giving or withholding of access mentioned in clause (a); or

(c) the failure to give any notice required pursuant to this Act, if reasonable care is taken to give the required notice.

(2) For the purposes of clause (1)(c), reasonable care is deemed to have been taken if notice required to be sent to an applicant is sent to the address of the applicant given on the prescribed application form.

(3) No proceeding lies or shall be instituted against the commissioner or any employee or agent of the commissioner, where the commissioner, employee or agent is acting pursuant to the authority of this Act or the regulations made pursuant to this Act, for any loss or damage suffered by a person by reason of anything in good faith done, caused, permitted or authorized to be done, attempted to be done or omitted to be done, by any of them, pursuant to or in the exercise of or supposed exercise of any power conferred by this Act or the regulations or in the carrying out or supposed carrying out of any order made pursuant to this Act or any duty imposed by this Act or the regulations.

1990-91, c.F-22.01, s.66.

Immunity from prosecution

67 No person is liable to prosecution for an offence against any Act or regulation by reason of that person's compliance with a requirement of the commissioner pursuant to this Act.

1990-91, c.F-22.01, s.67.

Offence

68(1) Every person who knowingly collects, uses or discloses personal information in contravention of this Act or the regulations is guilty of an offence and liable on summary conviction to a fine of not more than $1,000, to imprisonment for not more than three months or to both fine and imprisonment.

(2) No proceeding shall be instituted pursuant to subsection (1) except with the consent of the Attorney General.

(3) Any person who:

(a) without lawful justification or excuse wilfully obstructs, hinders or resists the commissioner or any other person in the exercise of the powers, performance of the duties or the carrying out of the functions of the commissioner or other person pursuant to this Act;

(b) without lawful justification or excuse, refuses or wilfully fails to comply with any lawful requirement of the commissioner or any other person pursuant to this Act; or

(c) wilfully makes any false statement to, or misleads or attempts to mislead, the commissioner or any other person in the exercise of the powers, performance of the duties or carrying out of the functions of the commissioner or other person pursuant to this Act;

is guilty of an offence and liable on summary conviction to a fine of not more than $1,000, to imprisonment for not more than three months or to both fine and imprisonment.

1990-91, c.F-22.01, s.68.

Regulations

69 The Lieutenant Governor in Council may make regulations:

(a) defining, enlarging or restricting the meaning of any term used in this Act but not defined in this Act;

(b) for the purposes of subclause 2(1)(d)(ii), prescribing boards, commissions, Crown corporations or other bodies to be government institutions;

(c) for the purposes of subclause 2(1)(e)(ii), prescribing persons to be heads of government institutions;

(d) prescribing the oath or affirmation to be taken by the commissioner and the commissioner's staff;

(e) prescribing procedures to be followed in taking and processing applications for access;

(f) prescribing fees to be paid pursuant to this Act;

(g) for the purposes of subsection 9(2), prescribing an amount of fees in excess of which an estimate is required to be given;

(h) for the purposes of subsection 9(5), prescribing circumstances in which a head may waive the payment of all or any part of a prescribed fee;

(i) for the purposes of subclause 17(1)(f)(ii), prescribing committees of government institutions;

(j) for the purposes of clause 19(1)(e), prescribing Crown corporations;

(k) exempting from the application of this Act provisions of Acts or regulations that restrict or prohibit access to records of government institutions;

(l) exempting any information or category of information from the application of subsection 26(2);

(m) for the purposes of clause 29(2)(g):

(i) prescribing law enforcement agencies or investigative bodies;

(ii) prescribing requirements to be met with respect to disclosures of information to law enforcement agencies or investigative bodies;

(n) prescribing persons or bodies for the purposes of clause 29(2)(q);

(o) for the purposes of clause 29(2)(u), prescribing:

(i) purposes for which personal information may be disclosed;

(ii) circumstances in which personal information may be disclosed;

(iii) persons to whom personal information may be disclosed;

(p) prescribing manners in which the consent of an individual may be given;

(q) prescribing the manner in which persons may apply to the commissioner for a review;

(r) prescribing any matter that is to be included in a notice that is required by this Act;

(s) prescribing forms for the purposes of this Act;

(t) prescribing any other matter or thing required or authorized by this Act to be prescribed in the regulations;

(u) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary to carry out the intent of this Act.

1990-91, c.F-22.01, s.69.

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